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Board of Trustees El Camino Community College District



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El Camino College

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506-0001
Telephone (310) 532-3670

**Agenda, Monday, March 21, 2005
Board Room
4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 22, 2005**
- III. Presentations - none**
- IV. Public Hearings – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-6
Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-5
Administrative Services
See Administrative Services Agenda, Pages 1-10
See Measure "E" Bond Fund Agenda, Pages 1-6
See Human Resources Agenda, Pages 1-10
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. Anticipated Litigation, Brown Act Section 54946.9- Significant Exposure to Litigation
 - 1. 1 Case
 - B. Existing Litigation, Brown Act Section 54946.9
 - 1. Case # 04-06956ABC (JTLx)
 - C. Pending Litigation, Brown Act Section 54956.9
 - 1. 1 Case
 - D. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation-President

EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

Vision Statement

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

Mission Statement

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community, for without the community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, it is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, our fellow employees, our community and ourselves, must be our underlying goal.

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries, or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

Strategic Goals 2004-2007

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.

Agenda for the El Camino Community College District Board of Trustees
from
Academic Affairs
James F. Schwartz, Ed.D., Interim Vice President

Page No.

- A. Conference Attendance – Mathematics, Engineering, Science Achievement
(MESA) Program..... 1
- B. Proposed Curriculum Changes – Effective 2005-2006 Academic Year 1

A. CONFERENCE ATTENDANCE – MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

It is recommended that the Board approve the MESA students listed below to participate in the 2005 Basic and Advance Science Technology Academies of Research (B.A. STAR) Northern California Leadership Conference from March 4-6, 2005, in Occidental, California. The students will be accompanied by the MESA Director, Arturo Hernandez, and transportation will be by van. All expenses will be covered by the B.A. STAR Program (NSF Grant).

Godfrey Akpan
Kimberly Arellano

Rolando Arevalo
Joel Garcia

B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2005-2006 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, effective the 2005-2006 academic year, listed below:

BUSINESS DIVISION

CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Business 91 – International Marketing
Current Status/Proposed Change
Recommended Preparation: Business 48 90 with a minimum grade of C or concurrent enrollment or equivalent experience
2. Business 92 – Fundamentals of Exporting
Current Status/Proposed Change
Recommended Preparation: Business 48 90 with a minimum grade of C or concurrent enrollment or equivalent experience

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Business 60A – Microcomputer Keyboarding
Current Status/Proposed Change
In this course ~~The student uses microcomputers to~~ **will** learn the touch keyboarding method for alphabetic and numeric/symbol keys ~~and is introduced to basic business formats on~~ **microcomputers**. The course aids the student in developing the fundamental **computer** skills necessary to input information ~~on computers~~ efficiently and accurately. ~~In addition to Office Administration majors,~~ **this course is recommended for other students interested in developing basic computer keyboarding skills.**

2. Business 60B – Microcomputer Document Processing

Current Status/Proposed Change

In this course the student will use a word processing program to prepare documents in various business formats and will while building touch skill in speed and accuracy. Examples of business documents include business correspondence, employment documents, reports, and tables. This course is recommended for students who need to develop speed and accuracy skill and as well as document formatting proficiency for personal or business use.

3. Business 60C – Microcomputer Document Formatting

Current Status/Proposed Change

With the In this course the student will use of a microcomputer word processing program, this course continues the development of basic keyboarding skills to increase touch skill in speed and accuracy. emphasizes the formatting of various kinds of business correspondence, reports, and tabulations from unarranged and rough draft sources is also emphasized. This course is recommended for students who need to develop speed and accuracy skill as well as advanced document formatting proficiency for personal and business use.

CHANGE IN MAJOR

1. Office Administration

Current Status/Proposed Change

Business 16, 27 (English 1A acceptable), 28, 41, 43, 52A, 52B, 54; choose one of the following groups: 51A, 51B, or Business 52A, 52B. In addition, students must choose complete the Office Systems Option or the Management Option.

Office Systems Option: Business 40, 46, 55, one unit from Business 65ab; 60C or equivalent; Two courses from: Business 49 abcd, 56abcd, 57abcd; choose one of the following course from: Computer Information Systems 43, 26, 28

Total Units: 33-34 32

Management Option: Business 11 (Business 1A acceptable), 20, 22, 25, 29, 60B; Three courses from: Business 1A or 11; Business 20, 25, Computer Information Systems 13 or equivalent.

Total Units: 36-38 37

18 units of the major requirements must be completed at El Camino College.

CHANGE IN CERTIFICATES OF COMPLETION

1. Bookkeeping Clerk

Current Status/Proposed Change

A Certificate of Completion will be issued granted to students completing the units required with a grade of C or better. At least 50% A minimum of ten units must be completed at El Camino College. The certificate will be issued if a All units have been must be completed within

a five-year period years of the date of issue of the certificate.

Business 11 (~~1A acceptable~~) or 1A; Business 15, 16, 40, 41, 43, 60B; Business 3 or Computer Information Systems 26; ~~equivalent; Computer Information Systems 3, Business 54~~ or Computer Information Systems 13 is acceptable

Total Units: ~~16-19~~ 20-23

2. Office Administration-Computer Applications Specialist

Current Status/Proposed Change

A Certificate of Completion will be issued granted to students completing the units required with a grade of C or better. ~~At least 50%~~ A minimum of eleven units must be completed at El Camino College. All units must ~~have been~~ be completed within five years of the date of issue of the certificate.

Business 16, 27 (~~English 1A acceptable~~), 40, 46; 52A, 52B, 54, 55, 60C; ~~one unit from Business 65ab; choose one of the following groups: Business 51A, 51B or Business 52A, 52B~~ Two courses from: Business 49abcd, 56abcd, 57abcd

Total Units: ~~22-23~~ 21

3. Office Clerk

Current Status/Proposed Change

A Certificate of Completion will be issued granted to students completing the units required with a grade of C or better. ~~At least 50%~~ A minimum of seven units must be completed at El Camino College. ~~The certificate will be issued if a~~ All units have been ~~must be~~ completed within a five year period years of the date of issue of the certificate.

Business 16, 40, 41, 43, 60B, 60C; ~~or equivalent; choose one of the following: and~~ Business 51A ~~or~~ 52A and 52B or Business 54

Total Units: ~~44~~ 14

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE IN MAJOR

1. Fire and Emergency Technology

Current Status/Proposed Change

Fire and Emergency Technology Option:

Complete the following courses: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141
Recommended Electives: Fire and Emergency Technology 4, 7, 8, 11, 14; Physical Education 280

Total Units: 25

Paramedical Technician Option: In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months

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Academic Affairs 3

2. Provide verification of at least ~~6~~ 12 months experience as an EMT-1 in a pre-hospital setting
3. Complete Fire Technology 15 or equivalent
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine.

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

5. Eligibility for English 1A recommended
6. Eligibility for Mathematics 70 recommended

Required courses (~~after meeting above requirements~~): Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: ~~32~~ 33

CHANGE IN CERTIFICATE OF COMPETENCE

1. Fire and Emergency Technology

Current Status/Proposed Change

A Certificate of Competence will be granted upon completion of the courses in one of the following options, Fire and Emergency Technology, Fire Academy, or Paramedical Technician, with a grade average of B or better. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Fire and Emergency Technology Option:

Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, 15, 140, 141; Physical Education 8; 3 units from the following: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months
2. Provide verification of at least ~~6~~ 12 months experience as an EMT-1 in a pre-hospital setting
3. Complete Fire Technology 15 or equivalent
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine.

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

5. Eligibility for English 1A recommended
6. Eligibility for Mathematics 70 recommended

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139
Total Units: ~~32~~ 33

CHANGE IN CERTIFICATE OF COMPLETION

1. Fire and Emergency Technology

Current Status/Proposed Change

A Certificate of Completion will be granted upon completion of the required courses for the Certificate of Competence in one of the following options, Fire and Emergency Technology, Fire Academy, or Paramedical Technician, with a grade average of C or better. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Fire and Emergency Technology Option:

Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, 15, 140, 141; Physical Education 8; 3 units from the following: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months
2. Provide verification of at least ~~6~~ 12 months experience as an EMT-1 in a pre-hospital setting
3. ~~Complete Fire Technology 15 or equivalent~~
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine.

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

~~5. Eligibility for English 1A recommended~~

~~6. Eligibility for Mathematics 70 recommended~~

Required courses (~~after meeting above requirements~~): Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Total Units: ~~32~~ 33

NATURAL SCIENCES DIVISION

CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

1. Biology 1A – Introductory Biology I

Current Status/Proposed Change

Prerequisite: Chemistry 4 with a minimum grade of C or the equivalent

Recommended Preparation: eligibility for English 1A and ~~Chemistry 1A~~

This course offers a detailed study of eukaryotic cell anatomy, physiology, and division, including the study of Mendelian genetics and molecular genetics of eukaryotes. Students are introduced to prokaryotic organisms and those classified as Protists and Fungi. Finally, the life history, anatomy, and physiology of plants are studied. This course is designed for Biology majors, including those students planning to pursue a career in medicine, dentistry, or other life sciences.

Note: It is recommended that ~~Biology 1A and~~ Chemistry 1A be taken concurrently in preparation for Biology 1B.

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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H. Shredding of Documents.....	5

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the Career and Transfer Center. The purposes of the trips are to visit UC campuses to obtain transfer information and cultural enrichment. Additional staff needed for the Transfer Center field trips: René Lozano and Dianne Martinez.

Career Center – Van Nguyen

April 4, 2005 – Los Angeles Fire Department, Gardena, California. Estimated students 15. Depart 10:00am; return 1:00pm. Transportation by van.

April 27, 2005 – Van Nguyen – Inglewood Superior Court, Inglewood, California. Estimated students 15. Depart 9:00am; return 2:00pm. Transportation by van.

May 6, 2005 – Van Nguyen – Los Angeles Police Department, Los Angeles, California. Estimated students 15. Depart 9:00am; return 2:00pm. Transportation by van.

May 13, 2005 – Van Nguyen – KTLA, Hollywood, California. Estimated students 20. Depart 8:00am; return 2:00pm. Transportation by van.

May 18, 2005 – Los Angeles Fire Department, Gardena, California. Estimated students 15. Depart 10:00am; return 2:00pm. Transportation by van.

May 27, 2005 – Daily Breeze, Torrance, California. Estimated students 15. Depart 10:00am; return 2:00pm. Transportation by van.

June 1, 2005 – Raytheon, El Segundo, California. Estimated students 15. Depart 10:00am; return 2:00pm. Transportation by van.

Transfer Center – Bill Cooper

April 1, 2005- University of Southern California at Los Angeles, Los Angeles, California. Estimated students 30. Depart 7:00am; return 4:00pm. Transportation by bus.

April 8, 2005 – California State University at Los Angeles, Los Angeles, California. Estimated students 25. Depart 8:00am; return 2:00pm. Transportation by bus.

April 9, 2005 – California State University at Fullerton, Fullerton, California. Estimated students 15. Depart 8:00am; 3:00pm. Transportation by van.

April 15, 2005 – Bill Cooper – Cal Poly at Pomona, Pomona, California. Estimated students 15. Depart 8:00am; return 3:00pm. Transportation by van.

April 16, 2005 – Bill Cooper – University of California at Irvine, Irvine, California. Estimated students 15. Depart 7:30am; return 3:00pm. Transportation by van.

April 22, 2005 – Bill Cooper – California State University at Northridge/University at Irvine, Northridge and Irvine, California. Estimated students 15. Depart 7:30am; return 5:00pm. Transportation by Van.

April 23, 2005 – Bill Cooper – California University at Long Beach, Long Beach, California. Estimated students 15. Depart 8:00am; return 3:00pm. Transportation by van

April 29, 2005 – University of California at Los Angeles, Los Angeles, California. Estimated students 30. Depart 7:00am; return 4:00pm. Transportation by bus.

May 6, 2005 – University of California at Riverside, Riverside, California. Estimated students 25. Depart 8:00am; return 2:00pm. Transportation by bus.

May 13, 2005 – University of California at San Diego, San Diego, California. Estimated students 15. Depart 7:00am; return 5:00pm. Transportation by van.

May 27, 2005 – University of California at Santa Barbara, Santa Barbara, California. Estimated students 15. Depart 7:30am; return 3:00pm. Transportation by van.

B. FORENSICS TEAM TOURNAMENT – SPRING 2005

It is recommended that the Board approve attendance of the following students at the Philadelphia Nationals Forensics Finals, April 10-16, 2005, Philadelphia, Pennsylvania. Expenses in the amount of \$11,204 will be paid from Auxiliary and District funds. Francesca Bishop, Advisor.

Mary Freitag, Daily Kim, Corey Turpin, Jason Ellefson, David Croom, Neil Miller, Laura Hampton, Jennifer Clarry, Mary Gilker, Dimitri Lebsock, Catherine Lloyd, Ryan Castle, Daniel Madden

C. STUDENT CONFERENCES

1. It is recommended that the Board approve attendance of the following students at the Spring State Convention for Alpha Gamma Sigma, to be held April 8-10, 2005 at the Marriott Beach Resort, Ventura, California. Expenses for the conference in the amount of \$1,600 to be paid from InterClub Council Conference Account and the Associated Student Government Conference Account. Jeannine Barba, Advisor

Ashley Beasley, Patricia Black, Philip Gomez, Rachael Kartsonis, Mandy Low, Thomas Nguyen, Mia Yokozecki,

2. It is recommended that the Board ratify attendance of the following students at the California Community Colleges Students at the Capital “Day of Advocacy”, March 15, 2005, Sacramento, California. Expenses in the amount of \$1,000 to be paid from the Student Development Conference account and the Associated Student Government Representation Fee account. Harold Tyler, Advisor.

Philip Gomez, Bruce Matson, Justin Bagnall, Jody Holbert, and Alanna Rhodes

D. 2005 SPRING GIRLS’ HIGH SCHOOL BASKETBALL LEAGUE

It is recommended that the Board approve the 2005 Spring Girls’ High School Basketball League program scheduled April 20 through May 25, 2005. The 2005 Spring Girls’ High School Basketball League will be staffed by Camp Director Steve Shaw and various basketball officials who will be employed as Casuals.

E. DERRICK DEESE LINEMAN CAMP

It is recommended that the Board approve the 7th Annual El Camino College Derrick Deese Lineman Camp scheduled to be held May 9-14, 2004 at El Camino College. The Lineman camp is designed to work with the South Bay Athletes who aspire to be lineman in high school and college. Youths will receive expert coaching, skill development and training tips along with meeting and working with a professional. The camp will be staff by volunteer Derrick Deese, Gene Engle – Camp Director, Rory Natividad – Trainer, and Pete Wright – Equipment Attendant, and various Camp Directors who will be employed as Casuals.

F. COMMUNITY EDUCATION - 2005

It is recommended that the Board approve the change in instructor for the following Community Education course for spring 2005. Instructor to be paid 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.

<u>Name of Class</u>	<u>Date</u>	<u>Instructor</u>
Yoga for Health	3/5-4/23	Dave Anderson Ron Berman
Yoga for Health	4/30-6/18	Dave Anderson Ron Berman

G. INTERNATIONAL TRAVELS

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

Ms. Destyn LaPorte to participate in the Study USA Fair in Tijuana, Mexico, March 30 through April 1, 2005, on the campus of Universidad Autonoma de Baja California (UABC), Tijuana, Mexico. The purpose of the fair is to attract students from high schools and universities in the Baja region and the northern part of Mexico and provide information regarding other academic or vocational programs available to them. Expenses not to exceed \$1,000 to be paid from the El Camino College Language Academy Account and District funds.

Dr. Lucinda Aborn to travel to the University of Silesia in Cieszyn, Poland, April 8-23, 2005. Dr. Aborn will deliver workshops and presentations on various aspects of working with students with disabilities in an integrated campus setting. Travel and accommodations costs will be covered by the Fulbright Institutional Partnership grant funded by the U.S. Department of State and are not expected to exceed \$3,500.

Ms. Janet Young to travel to the University of Silesia in Cieszyn, Poland, April 8-23, 2005. Professor Young will assist FILUS faculty in modifying their Teacher Education Program to become more outcome-based and responsive to the needs of the multicultural, global society. Travel and accommodation costs will be covered by the Fulbright Institutional Partnership grant funded by the U.S. Department of State and are not expected to exceed \$3,500.

Ms. Bozena Morton to travel to the University of Silesia in Cieszyn, Poland, and Yalta, Ukraine, April 6-27, 2005. In Poland, Ms. Morton will supervise the implementation of the grant activities and assist with project evaluation. Travel and accommodation costs will be covered by the Fulbright Institutional Partnership grant funded by the U.S. Department of State and are not expected to exceed \$4,000. In Ukraine, Ms. Morton will conduct preparatory activities for a partnership project with the Crimean State Institute of Humanities in Yalta. The cost of the Ukrainian portion will be covered from the Center for International Education budget and is not expected to exceed \$1,200.

Mr. John Means to travel to Yalta, Ukraine, April 16-27, 2005. Mr. Means will conduct preparatory activities for a USAID grant to assist the Crimean State Institute of Humanities and the Ministry of Higher Education of the Autonomous Republic of Crimea in setting up a Business Training Center in Yalta. Travel costs will be covered from the Community Advancement carry-over funds and are not expected to exceed \$3,000.

H. SHREDDING OF DOCUMENTS

It is recommended that the Division of Admissions & Records be approved to shred and dispose of the following documents. Those documents classified as Class 1 or Class 2 has been placed on laser fiche for permanent storage in accordance with regulations; therefore, these records are now reclassified as Class 3 – Disposable Records and may now be destroyed in accordance with Title V – Section 59022.

Class 1 – Permanent Records (Title 5 – 59023)

Class 2 – Optional Records (Title 5 59024)

Class 3 – Disposable Records (Education Code – Section 84040 and Title 5 – 59025)

Agenda for the El Camino Community College District Board of Trustees
from
Administrative Services
Alex F. Kelley, Vice President

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A. TRANSFER OF FUNDS TO CAPITAL OUTLAY PROJECTS FUND 41

It is recommended that \$60,000 of monies in the 2004-05 General Fund-Restricted parking revenues budget be transferred to the Capital Outlay Projects Fund for support of the Facilities Master Plan.

B. TRANSFER OF FUNDS TO CAPITAL OUTLAY PROJECTS FUND 41

It is recommended that \$150,000 of moneys in the 2004-05 Bookstore Fund budget be transferred to the Capital Outlay Projects Fund for support of the Facilities Master Plan.

C. TRANSFER OF FUNDS TO GENERAL FUND-RESTRICTED

It is recommended that \$163,552 of monies in the 2004-05 General Fund-Unrestricted Fund budget be transferred to the General Fund-Restricted for 3:1 match for the instructional equipment/library maintenance block grant.

D. TRANSFER OF FUNDS TO CAPITAL OUTLAY FUND 41

It is recommended that \$422,336 of monies in the 2004-05 General Fund-Unrestricted Fund budget be transferred to the Capital Outlay Fund 41 for the 1:1 match for scheduled maintenance and special repair programs.

E. 2005-06 TAX AND REVENUE ANTICIPATION NOTES (TRANS)

It is recommended that the Board authorize the issuance of Tax and Revenue Anticipation Notes on July 1, 2005, for the 2005–06 fiscal year. Issues will not exceed \$5 million, and the District will participate in the 2005 Community College League of California TRANS Program.

F. CONTRACTS/PERSONAL SERVICE AGREEMENTS 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.

Toft Wolff Farrow, Inc. – Provide engineering services for design development, construction documents, and construction observation and plan interpretation for the construction for the Communications, Technical Arts and Women’s Shower and Locker Fire Alarm Replacement Project. Non-renewable. Cost \$69,000. Account 41-55130-007100-9022. BPO #78033

G. PERSONAL SERVICES AGREEMENTS – AMENDMENTS

Ernest Jewell – Provide blueprint reading training for the Center for Applied Computer Technology at various manufacturing companies through contract between the CACT and Employment Training Program (ETP). July 1, 2004 through December 31, 2004: \$40,000. January 1, 2005 – June 30, 2005: \$65,000. Total Cost for Fiscal Year: \$105,000.

Gerardo De Los Rios Provide both Spanish and English workshop presentations for the Small Business Development Center (SBDC). July 1, 2004 – December 31, 2004: \$35,000; January 1, 2005 – June 30, 2005: \$35,000. Total Fiscal Year Contract Cost: \$70,000. Account #12-55133-00-709900-6427; BPO #s 77006 and 77971.

Akhilesh Gulati – Provide additional Lean Manufacturing, Six-Sigma, Green-Belt, etc., training delivered to the CACT on-site at contracted manufacturing companies through the ETP contract. Original Cost \$80,000, BPO #77236; increase \$40,000, BPO 78028; total contract cost: \$120,000.

H. NOTICE OF JOB COMPLETION

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

<u>Project Name / Vendor</u>	<u>Cost</u>
1. Library Air Handler replacement project PO # 79044 Bid # 2002-6	\$290,180.00

I. RESOLUTION – CHILD DEVELOPMENT CENTER

It is recommended that the Board of Trustees approve the Resolution (please see attached), which is required by the California State Department of Education. Education Code Section #8271 provides against loss of funds for days of operation or child days of attendance for conditions requiring closure of centers. Due to the water main line rupture that took place on Crenshaw Boulevard on Tuesday, February 1, 2005, which left the Child Development Center without running water, the decision was made to close for the day. A resolution made by the Board of Trustees is necessary in order for us to receive our funds for the date of closure.

Resolution – Child Development Center not available electronically. Page intentionally left blank.

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Administrative Services 3

J. RESOLUTION

It is recommended that the Board of Trustees approve Rocky Bonura, Acting Director of Purchasing and Business Services, as the authorized District representative for the School Alliance for Workers' Compensation Excess II (SAWCX).

K. PURCHASE ORDERS

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

Run Date
3/7/2005

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 3-21-2005

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
P0071978	American Express Travel	Human Resources	Other Services And Expense	\$145.60
P0071979	California Pro Sports	Health Sciences	Fundraising	\$144.61
P0071980	David Otta Productions	Physical Education	New Equipment - Instructi	\$2,752.00
P0071981	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$501.92
P0071982	CCS Presentation Systems, Inc.	Physical Education	Instructional Supplies	\$154.64
P0071983	Resource Directory	CDC	Publications Periodicals	\$78.97
P0071984	Boise Cascade	Physical Education	New Equipment – Noninstruc.	\$577.89
P0071985	A-1 Office Plus	Information Technology	Non-Instructional Supplies	\$37.76
P0071986	National League for Nursing Accre	Nursing	Dues And Memberships	\$1,560.00
P0071987	American Express Travel	Information Technology	Transportation/ Mileage	\$145.60
P0071988	CPA California Placement Associat	DSPS	Conferences Faculty	\$140.00
P0071989	Mid City Mailing Services	Community Advancement	Contract Services	\$1,245.00
P0071990	Sidedoor Studio, The	Community Advancement	Contract Services	\$505.00
P0071991	Hitt Marking Devices	Admissions/Records	Non-Instructional Supplies	\$64.96
P0071993	CLEARs Wendy Phelps, SSSC	Parking-Student Perm	Dues And Memberships	\$35.00
P0071995	Bkm Furniture	Ed & Community Devel	New Equipment – Noninstruc.	\$154.90
P0071997	Van Lingen Body Shop	Parking-Student Perm	Other Services And Expense	\$25.00
P0071998	Sims Welding Supply	Facilities/Planning	Repairs Noninstructional	\$692.90
P0071999	Pepper of Los Angeles	Music	Instructional Supplies	\$517.13
P0072000	John D. Koze	CalWORKs	Contract Services	\$200.00
P0072002	Full Compass	Ctr for Arts Product	Non-Instructional Supplies	\$700.06
P0072003	Scantron Corporation	Office Administration	Instructional Supplies	\$120.96
P0072004	Crucial Technology	V.P. Academic Affairs	Instructional Supplies	\$508.72
P0072005	Staybridge Suites	Univ- Silesia,Ciesz	Travel And Conference Exp	\$2,314.35
P0072006	Wolfram Research	Information Technology	Computer Software Account	\$4,025.00

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P0072007	Kinesis Corporation	Community Advancement	Instr.CompEquip	\$421.53
P0072008	Henry L. Masters, Sr.	Staff Diversity	Contract Services	\$500.00
P0072010	Experian	SBDC Program Income	Other Services And Expense	\$700.00
P0072011	Barret Robinson Inc.	Facilities/Planning	Repairs Noninstructional	\$1,266.53
P0072012	Paperdirect, Inc	Cact CA Employee Tra	Non-Instructional Supplies	\$138.50
P0072013	Sandy De Mos	CDC	Conferences Mgmt	\$40.00
P0072014	Toni L. Newman	CDC	Conferences Other	\$80.00
P0072015	Consolidated Plastics Co., Inc.	Facilities/Planning	Non-Instructional Supplies	\$272.07
P0072017	Thomas Scientific	Life Sciences	Instructional Supplies	\$45.78
P0072018	Promega	Life Sciences	Instructional Supplies	\$172.73
P0072019	S & B Food Services Catering Serv	Information Technology	Non-Instructional Supplies	\$3,139.54
P0072020	Konica Minolta Business Systems	Information Technology	Contract Services	\$918.57
P0072022	S & B Food Services Catering Serv	CalWORKs	Non-Instructional Supplies	\$523.81
P0072023	S & B Food Services Catering Serv	EOPS CARE	Non-Instructional Supplies	\$1,062.50
P0072026	Bicepp	Health, Safety	Dues And Memberships	\$50.00
P0072027	Humanscale	Health, Safety	New Equipment - Noninstru	\$1,636.79
P0072028	Proquest	Division Office Inst	Publications Periodicals	\$3,317.55
P0072029	American Express Travel	Public Information	Conferences Mgmt	\$133.39
P0072030	Chief, Cds Library of Congress	Instructional Service	Library Books	\$30.00
P0072031	Center for Education & Employ. La	Student Affairs	Non-Instructional Supplies	\$241.95
P0072032	Natural Choice	Wellness Center	Instructional Supplies	\$153.09
P0072033	Best Impressions	Women in Ind. & Tech	Non-Instructional Supplies	\$623.09
P0072034	Committee on Accreditation	Resp Therapy	Dues And Memberships	\$1,300.00
P0072035	Computerland of Silicon Valley	VATEA Administration	Non-Instructional Supplies	\$183.61
P0072036	Community College Week	Resource Develop.	Publications Periodicals	\$40.00
P0072037	Brite Carpet Cleaning	Ed & Community Devel	Other Services And Expense	\$180.00
P0072038	National Promotions & Advertising	Community Advancement	Contract Services	\$4,285.00
P0072039	Ash Enterprises International, In	Astronomy	Instructional Supplies	\$1,024.50
P0072040	Western Graphix	VTEA - Childhood Edu	New Equipment - Instructi	\$165.00
P0072041	Xerox Corporation	Testing Center	Maintenance Contracts	\$504.00
P0072042	101 La Brea Plaza Llc	00-01 P4E INGLEWOOD	Building Rental	\$31,573.37
P0072043	Westhost, Inc.	ECLA 04-05 new locat	Multi Media Advertising	\$28.85
P0072044	Hartford Life Insurance Co.	Purchasing and Busin	Excess Insurance	\$2,000.00
P0072045	Reviews-On-Cards Subscription Dep	Instructional Service	Library Books	\$360.00
P0072046	Facets Multimedia, Inc.	Film Rental	Instructional Supplies	\$58.82
P0072047	Arbor Travel Associates, Inc.	Public Information	Conferences Mgmt	\$144.89
P0072048	American Express Travel	Admissions/Records	Conferences Mgmt	\$214.28
P0072049	Life Media	Human Resources	Multi Media Advertising	\$195.00
P0072050	O'Melveny & Myers	Institutional Service	Legal	\$784.00
P0072051	Amazon.Com Corporate Credit	Film Rental	Instructional Supplies	\$62.87
P0072052	Pennwell	Film Rental	Instructional Supplies	\$138.83
P0072053	Mass Press	CDC	General Office Supplies	\$34.64
P0072054	Mass Press	CDC	General Office Supplies	\$34.64
P0072055	Pacific Coachways	ECLA 04-05 new locat	Transportation/ Mileage	\$450.00

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P0072056	American Express Travel	Foster Care Ed 03-04	Conferences Other	\$341.60
P0072057	Nancy A. Adler	Ctr for Arts Adm Pub	Conferences Mgmt	\$80.00
P0072059	Community College League of Calif	I&T Div Ofc	Non-Instructional Supplies	\$18.85
P0072060	Jerrold S. Root	Ctr for Arts Product	Non-Instructional Supplies	\$247.89
P0072061	Rhino Concrete Pumping	Construction Technol	Instructional Supplies	\$199.00
P0072062	Aeif's Education Foundation	ECLA 04-05 new locat	Conferences Mgmt	\$1,200.00
P0072063	Office Max A Boise Company	Warehouse	Inventories, Stores, Prep	\$1,112.81
P0072064	California Presenters	Division Office Fine	Dues And Memberships	\$150.00
P0072065	Redmond Key Service	Ctr for Arts Ticket	Other Services And Expense	\$135.00
P0072066	Say I Can	SRC High Tech Donati	New Equipment - Instructi	\$3,280.45
P0072067	The Tape Company	Division Office Inst	New Equipment - Instructi	\$3,268.10
P0072068	Freedom Scientific	VTEA Special Resource	New Equipment - Instructi	\$1,409.84
P0072069	Pentel of America, Ltd.	Women in Ind. & Tech	Non-Instructional Supplies	\$575.43
P0072070	American Express Travel	VATEA Administration	Conferences Other	\$145.10
P0072071	Xerox Corporation	Civic Ctr Comm Serv	New Equipment - Noninstru	\$762.29
P0072072	PHCC Training	Facilities/Planning	Conferences Mgmt	\$20.00
P0072073	Norwalk Power Equipment Co.	Facilities/Planning	Repairs Noninstructional	\$1,094.98
P0072074	Dell Marketing L. P.	Administration	New Computer Equipment-No	\$1,732.17
P0072075	Dell Marketing L. P.	VP-SCA	New Computer Equipment-No	\$3,058.17
P0072077	A Plus Window Tint	Improve Compus Appea	Buildings	\$2,406.00
P0072078	Delphin Computer Supply	Administration	New Computer Equipment-No	\$2,550.38
P0072079	Educational Resources, Inc	Nursing	Fundraising	\$4,530.00
P0072080	HI Corporation	Resp Therapy	Non-Instructional Supplies	\$1,897.08
P0072081	Paradise Awards	Health Sciences	Non-Instructional Supplies	\$97.43
P0072082	Collegesource, Inc.	Admissions/Records	Non-Instructional Supplies	\$683.00
P0072083	Portage	Humanities	Non-Instructional Supplies	\$221.35
P0072084	PC Mall Gov Inc.	Mathematics	Instructional Supplies	\$259.76
P0072085	Bank of America	Presidents Office	Other Services And Expense	\$118.66
P0072086	Mass Press	LA Cty Hlth Svc/Mt.	Non-Instructional Supplies	\$34.64
P0072087	American Express Travel	Job Development Ince	Transportation/ Mileage	\$365.30
P0072088	Time Clock Sales and Service	Admissions/Records	Maintenance Contracts	\$216.00
P0072089	American Express Travel	Public Information	Conferences Mgmt	\$258.75
P0072090	Ioma	Job Development Ince	Conferences Other	\$1,395.00
P0072091	Marine News	(STCW) Standards	Multi Media Advertising	\$720.00
P0072092	Moore Medical Corp	Nursing - Workforce	Non-Instructional Supplies	\$222.06
P0072093	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$338.85
P0072096	S & B Food Services Catering Serv	Division Office Math	Instructional Supplies	\$81.50
P0072099	Langford International, Inc.	Staff Development	Other Books	\$63.50
P0072100	Clean Team Company	Parking-Student Perm	Non-Instructional Supplies	\$118.25
P0072101	Galls Long Beach Uniform	Parking-Student Perm	Non-Instructional Supplies	\$129.79
P0072103	CCCSFAAA	Financial Aid	Dues And Memberships	\$30.00
P0072104	Smarden Suppy Company	Facilities/Planning	Repairs Noninstructional	\$648.94
P0072105	Smarden Suppy Company	Facilities/Planning	Repairs Noninstructional	\$284.29
P0072106	NWHP	Staff Development	Non-Instructional Supplies	\$111.62

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P0072107	Franjeans Flag Specialty	Recruitment/School	Non-Instructional Supplies	\$1,028.38
P0072108	Brown & Bigelow	Recruitment/School	Non-Instructional Supplies	\$287.60
P0072109	The Resource Network	Staff Development	Non-Instructional Supplies	\$1,399.06
P0072110	Brown & Bigelow	VP-SCA	Non-Instructional Supplies	\$2,000.27
P0072111	Prism Software Corporation	Information Technology	Maintenance Contracts	\$1,293.23
P0072112	Merion Publications, Inc.	Human Resources	Multi Media Advertising	\$364.50
P0072113	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$130.00
P0072114	Mass Press	Counseling Office	Non-Instructional Supplies	\$34.64
P0072115	Superior Plastics	Art Department	Instructional Supplies	\$487.13
P0072116	California Community College Leag	Counseling Office	Publications/ Periodicals	\$18.85
P0072117	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$50.00
P0072118	Superior Plastics	Art Dept Donations	Instructional Supplies	\$451.41
P0072119	Pacific Coachways	EOPS	Transportation	\$450.00
P0072120	Journalism Association of Communi	Humanities	Non-Instructional Supplies	\$1,780.00
P0072121	Days Inn	Health Sciences	Fundraising	\$974.60
P0072122	PACRAO University of California	Admissions/Records	Dues And Memberships	\$75.00
P0072125	Marine News	(STCW) Standards	Multi Media Advertising	\$760.00
P0072126	Displays2go	CalWORKs	Non-Instructional Supplies	\$243.75
P0072127	Hitt Marking Devices	Administrative Serv.	Non-Instructional Supplies	\$54.91
P0072128	Ward's Natural Science Establish	Earth Sciences	Instructional Supplies	\$677.85
P0072132	Mass Press	Administrative Serv.	Non-Instructional Supplies	\$34.64
P0072133	Leonid Rachman	International Student	Conferences Mgmt	\$1,070.00
P0072134	Abrams Planetarium	Astronomy	Publications Periodicals	\$10.00
P0072135	Aqua-Serv Engineers Inc.	HVAC Shop	Non-Instructional Supplies	\$3,835.29
P0072136	Lakeshore Learning Materials	Division Office BSSC	New Equipment - Instructi	\$723.43
P0072137	Office Max A Boise Company	Division Office BSSC	New Equipment - Instructi	\$217.58
P0072138	CCS Presentation Systems, Inc.	Division Office BSSC	New Equipment - Instructi	\$1,624.78
P0072139	Knorr Systems Inc.	Architect Fees & Eng	Conferences Mgmt	\$395.00
P0072140	Barret Robinson Inc.	Division Office BSSC	New Equipment - Instructi	\$1,386.00
P0072141	Lakeshore Learning Materials	Careers in Child Car	Instructional Supplies	\$329.02
P0072142	Delphin Computer Supply	Title V ECC/SMC Acti	New Equipment - Noninstru	\$670.07
P0072144	Canon Business Solutions	Fiscal Services	Maintenance Contracts	\$510.30
P0072145	Scantron Corporation	Information Technolo	Maintenance Contracts	\$216.50
P0072146	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$1,927.27
P0072147	Kristal L. Walker	Fine Arts	Non-Instructional Supplies	\$250.00
P0072148	Judy Kasabian	ATE-Articulation Par	Instructional Supplies	\$1,022.47
P0072149	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$2,676.44
P0072150	Dollar Rent a Car	Univ- Silesia, Cieszy	Travel And Conference Exp	\$443.35
P0072151	State Board of Equalization Speci	Hazmat	Other Services And Expense	\$1,333.00
P0072152	NCTM Annual Meeting	ATE-Articulation Par	Conferences - Student	\$594.00
P0072153	Consolidated Waste Industries, In	Hazmat	Other Services And Expense	\$1,187.50
P0072154	California Community College Leag	Utilities	Lights And Power	\$2,000.00
P0072155	NSTA National Conference	ATE-Articulation Par	Conferences Other	\$144.00
P0072156	CSTA	ATE-Articulation Par	Conferences Other	\$328.00

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P0072157	ECC BOOKSTORE	MESA Program 2002	Student Stipends	\$300.00
P0072158	Assist Design	MESA Leadership Deve	Non-Instructional Supplies	\$1,207.50
P0072159	Pacific Coachways	EOPS	Transportation	\$442.71
P0072160	Hitt Marking Devices	WPLRC Technical Inst	Non-Instructional Supplies	\$186.20
P0072161	Pentel of America, Ltd.	Job Placement	Non-Instructional Supplies	\$589.01
P0072163	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$1,277.22
P0072165	Oracle Corporation Oracle Service	CIS	Dues And Memberships	\$500.00
P0072166	Western State Design Inc.	V.P. Academic Affairs	Repairs - Instructional	\$177.00
P0072168	Robert R. Bergeson	Institutional Service	Legal	\$900.00
P0072169	Smack Authentic Sportswear	Health Sciences	Fundraising	\$1,643.80
P0072170	C.A.L.S.A.C.C.	Student Affairs	ASB Exp.	\$762.57
P0072171	Lakeshore Learning Materials	CCAccessMeansParent	Instructional Supplies	\$765.17
P0072172	Awards Plus	Student Affairs	ASB Exp.	\$573.73
P0072175	South Bay Regional Public Communi	Parking-Student Perm	New Equipment - Noninstru	\$1,598.24
P0072176	Standard Brands Paper	Health Sciences	Fundraising	\$400.00
P0072177	National Center on Deafness	SRC Donations	Conferences Mgmt	\$400.00
P0072178	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$500.00
P0072179	Kinko's Attn: Liz Vazquez	Presidents Office	Other Services And Expense	\$327.19
P0072180	Grainger Industrial and Equipment	Physical Education	Instructional Supplies	\$536.86
P0072181	Pacific Coachways	VTEA Title II Tech P	Transportation	\$285.00
P0072182	California School for the Deaf Ri	SRC Donations	Instructional Supplies	\$100.00
P0072183	Chronicle of Higher Education	Community Advancement	Publications/ Periodicals	\$82.50
P0072184	Jo A. Madden	SRC Donations	Instructional Supplies	\$50.70
P0072186	Insight Media	Film Rental	Instructional Supplies	\$168.74
P0072190	Los Angeles County Office of Educ	Institutional Service	County Contracts	\$2,000.00
P0072191	Merry X-Ray	Rad Tech	Maintenance Contracts	\$500.00
P0072194	American Express Travel	VATEA Administration	Conferences Other	\$435.30
P0072195	American Express Travel	Foster Care Ed 03-04	Conferences Other	\$144.80
P0072196	Lanier Worldwide, Inc.	Job Placement	Non-Instructional Supplies	\$412.10
P0072197	Mass Press	Recruitment/School	Non-Instructional Supplies	\$69.28
P0072198	Linda Lew	Job Placement	Non-Instructional Supplies	\$46.44
P0072200	Mass Press	Women in Ind. & Tech	Non-Instructional Supplie	\$34.64
P0072202	Lakeshore Learning Materials	VTEA - Childhood Edu	Software	\$1,204.28
P0072203	Film Ideas	VTEA - Childhood Edu	Software	\$201.18
P0072204	Naeyc (nat. Assoc. for the Educat	VTEA - Childhood Edu	Software	\$341.36
P0072205	Media Education Foundation	VTEA - Childhood Edu	Software	\$1,027.56
P0072206	Concept Media	VTEA - Childhood Edu	Software	\$875.46
P0072207	Pbs Home Video Cat. Mail Order	VTEA - Childhood Edu	Software	\$335.36
P0072208	Monty Brown	Artes de El Camino	Contract Services	\$10.00
P0072209	Nasbite	SBDC CITD	Conferences Mgmt	\$940.00
P0072210	American Express Travel	Business & Int'l Ed.	Transportation/ Mileage	\$343.44
P0072211	Lori Mukogawa	Counseling Office	Non-Instructional Supplies	\$53.51
P0072212	Higheredjobs.Com	Human Resources	Multi Media Advertising	\$390.00
P0072213	Mass Press	Transfer Center	Non-Instructional Supplies	\$34.64

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P0072214	Patricia K. Yanaga	Counseling Office	Non-Instructional Supplies	\$49.73
P0072215	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$1,691.25
P0072216	Icon Blue	Counseling Office	Non-Instructional Supplies	\$449.87
P0072219	Center for Education & Employ. La	Counseling Office	Publications/ Periodicals	\$195.00
P0072220	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$35.00
P0072221	Delphin Computer Supply	EOP&S Maint of Effor	Non-Instructional Supplies	\$312.84
P0072222	Applications Development Venture	CITD - Export Semina	Contract Services	\$111.00
P0072223	World Trade Week	SBDC CITD	Conferences Mgmt	\$55.00
P0072225	American Express Travel	Human Resources	Other Services And Expense	\$145.09
P0072227	Paul Van de Riet	Fine Arts	Non-Instructional Supplies	\$100.00
P0072228	Routledge	Division Office Fine	Other Books	\$29.28
P0072229	Johannas J. Lampkins	Fine Arts	Non-Instructional Supplies	\$100.00
P0072230	J.C. Entertainment Lighting Servi	Division Office Fine	Instructional Supplies	\$4,503.67
P0072231	Allan Petker	Fine Arts	Non-Instructional Supplies	\$12.00
P0072232	Edwin F. Kalmus and Co. Inc.	Music	Instructional Supplies	\$128.08
P0072233	Town and Country Resort	Speech Communication	Other Services And Expense	\$1,700.00
P0072234	American Express Travel	VP-SCA	In-Service Training	\$1,259.50
P0072237	American Express Travel	Public Information	Conferences Mgmt	\$136.39
P0072244	Alina Szczurek-Boruta	Univ- Silesia, Cieszy	Travel And Conference Exp	\$100.00
P0072248	Ewa Ogrodzka-Mazur	Univ- Silesia, Cieszy	Travel And Conference Exp	\$100.00
P0072251	Sheraton New Orleans Hotel	SBDC CITD	Conferences Mgmt	\$1,370.96
P0072252	Katisha P. Adams	Fine Arts	Non-Instructional Supplies	\$700.00
P0072253	Registry of Interpreters	SRC Donations	Conferences Mgmt	\$375.00
P0072256	The Music Mart	Fine Arts	Non-Instructional Supplies	\$93.89
P0072266	California Pro Sports	Health Sciences and	Non-Instructional Supplies	\$2,361.98
P0072267	California Pro Sports	Health Sciences and	Fundraising	\$1,333.50
P0072269	Destyn M. LaPorte	ECLA 04-05 new locat	Field Trip Expense	\$340.00

Total : **228** **\$189,643.86**

B0071818	Logan Mechanical	Automotive Collision	Repairs - Instructional	\$700.00
B0077924	American Apparel	Cact CA Employee Tra	Contract Services	\$1.00
B0078009	Colette R. York	Ed & Community Devel	PSA Contract Services	\$35,000.00
B0078010	Ronald S. & Betty M.	00-01 P4E INGLEWOOD	Building Rental	\$35,000.00
B0078011	Journeys of Discover	International Educat	Non-Instructional Supplies	\$1.00
B0078013	ECCD Petty Cash	Honors Program	Non-Instructional Supplies	\$100.00
B0078014	E.C.C.C.D. Bookstore	Division Office NSci	Other Books	\$500.00
B0078015	The Lightbulb Factor	Title V ECC/SMC Acti	Contract Services	\$4,250.00
B0078016	Herff - Jones	Admissions/Records	Non-Instructional Supplies	\$12,750.00
B0078017	Ana Torres-Bower	V.P. Academic Affairs	PSA Contract Services	\$1,853.33
B0078018	Richard Nicoletti	SBA 1/1/04 to 12/31	PSA Contract Services	\$15,984.00
B0078019	Starleen V. Buren	SBA 1/1/04 to 12/31	PSA Contract Services	\$11,232.00
B0078020	Lauralee Adkins	SBA 1/1/04 to 12/31	PSA Contract Services	\$3,000.00
B0078021	Lori Williams	SBA 1/1/04 to 12/31	PSA Contract Services	\$15,400.00
B0078023	Infinity Broadcastin	Public Information	Radio Advertising	\$20,000.00
B0078024	Corporate Business	Remodeling	Buildings	\$17,000.00

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B0078025	Lighthouse Publishin	ECLA 04-05 new locat	Multi Media Advertising	\$3,500.00
B0078026	S & B Food Services	Health Sciences	Fundraising	\$2,500.00
B0078029	ECCD Petty Cash	TANF	Non-Instructional Supplies	\$500.00
B0078031	Tawana Smith	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0078032	South Bay Center	(STCW) Standards	Contract Services	\$1.00
B0078034	Flewelling & Moody	Bookstore Offices	Architecture & Engineering	\$28,000.00
B0078035	Classic Cleaners	Parking-Student Perm	Dry Cleaning	\$2,000.00
B0078036	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$2,000.00
B0078039	Easy Reader, the	Public Information	Multi Media Advertising	\$7,000.00
B0078040	Katisha P. Adams	Fine Arts Dntn-Dance	PSA Contract Services	\$1,000.00
B0078043	S & B Food Services	V.P. Academic Affairs	Non-Instructional Supplies	\$500.00
B0078044	American River Colle	RITC 10/1/03 - 9/30	Contract Services	\$3,473.00
B0078045	National Promotions	Human Resources	Multi Media Advertising	\$12,000.00
B0078049	Enterprise Rent-A-Ca	MESA Program	Transportation	\$750.00

Total : **30** **\$236,291.33**

Total POs and BPOs : **258** ***TOTAL :*** **\$425,935.19**

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

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I. INFORMATION

A. EQUIPMENT/TECHNOLOGY EXPENDITURES – The following table reports the status of equipment purchases as of February 28, 2005, for the budget year 2004-05.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Business (0602)	336,000	210,934	125,066
Fine Arts (0604)	90,000	130,565	(40,565)
Health Science & Athletics (0605)	13,800	8,938	4,862
Industry & Technology (0607)	57,326	29,590	27,736
Learning Resources (0609)	325,000	41,408	283,592
Mathematical Sciences (0610)	68,121	3,117	65,004
Natural Sciences (0611)	5,200	7,841	(2,641)
 Total Instructional Equipment	 895,447	 432,393	 463,054
 <u>Technology</u>			
Information Technology Services (0608)	1,557,570	649,128	908,442
 Total Technology	 1,557,570	 649,128	 908,442
 <u>Other Equipment</u>			
Admissions & Records (0613)	79,800	58,971	20,829
Health Center (0613)	5,000	2,714	2,286
 Total Other Equipment	 84,800	 61,685	 23,115
 Grand Total	 2,537,817*	 1,143,206	 1,394,611
 * Final 2004-05 Budget Book			
Page 63	1,190,247		
Page 64	1,347,570		
	2,537,817		

B. PROJECT BUDGETS

The Facilities Needs Report prepared May, 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified in the following listing. The needs report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets were revised February 17, 2004, when project scopes and timelines were further defined. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through March 7, 2005.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 03/07/05)			
	REVISED BUDGET	TOTAL EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	12,498	1,516,502
Athletic Education and Fitness Complex (0203)	15,718,000	180,663	15,537,337
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	49,215	6,035,681
Business Building Replacement (0205)	10,926,189	96,399	10,829,790
Central Plant (0206)	10,858,000	87,682	10,770,318
Child Development Center Phase 2 (0207)	2,525,000	20,525	2,504,475
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	9,040	1,090,960
Fire Academy Structure (0209)	791,375	6,554	784,821
Fire Program Facility (0210)	123,000	1,167	121,834
Health Occupations and Wellness Center (0211)	12,072,551	97,470	11,975,081
Humanities Complex Replacement (0212)	23,120,064	712,533	22,407,531
Learning Resource Center Addition (0213)	7,100,000	57,396	7,042,604
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	68,003	8,348,229
Remodeling Phase Two (0216)	157,625	1,446	156,179
Remodeling Phase Three (0217)	8,715,875	70,418	8,645,457
Science Complex Renovation (0219)	6,721,738	3,630,601	3,091,137
Signage and Wayfinding (0224)	2,600,000	43,559	2,556,441
Student Services and Activities Replacement (0220)	31,448,118	278,122	31,169,996
Temporary Space and Relocation Costs (0221)	2,000,000	61,918	1,938,082
Vocational Education Complex (0222)	22,349,821	202,297	22,147,524
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
Total Additional Classrooms and Modernization	193,083,184	6,393,374	186,689,810
<u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	13,438	386,562
Emergency Generators and Distribution (0302)	2,265,000	8,970	2,256,031
Emergency Power to Security Lighting (0303)	175,000	693	174,307

Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	2,964	397,036
Fencing Replacement and Additions (0305)	375,000	1,485	373,515
Landscaping and Irrigation System Replacements (0306)	2,540,000	32,644	2,507,356
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	9,663	2,430,337
Lot F Parking Structure Improvements (0309)	1,632,000	6,463	1,625,537
Lot H Parking Structure (0310)	8,348,666	33,259	8,315,407
Paving Replacement - All Walks and Driveways (0311)	2,187,000	8,660	2,178,340
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	323	81,277
Security Video (0313)	180,000	7,139	172,861
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	77,156	1,868,025
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	202,856	24,524,375
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	-	2,818,000
Reserve for Contingencies (0499)	215,653	-	215,653
Total Energy Efficiency Improvements	3,033,653	-	3,033,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732	46,692	4,321,040
Art & Behavioral Sciences (0502)	12,247,136	132,288	12,114,848
Auxiliary Warehouse (0504)	105,042	888	104,154
Communications (0507)	6,623,354	72,525	6,550,829
Construction Technology (0508)	943,970	10,931	933,039
Domestic Water System (0509)	2,488,800	58,721	2,430,079
Facilities and Receiving (0510)	1,985,416	123,665	1,861,751
Fire Alarm (0511)	780,800	5,950	774,850
Firelines (0512)	1,837,503	69,718	1,767,785
Hazardous Materials Abatement (0513)	200,000	81,319	118,681
Library (0515)	7,876,509	206,506	7,670,003
Marsee Auditorium (0516)	6,670,843	72,881	6,597,962
Math & Computer Sciences (0517)	10,761,643	117,395	10,644,248
Music (0518)	8,896,846	168,291	8,728,555
Natural Gas System (0519)	488,000	3,756	484,244
North Gymnasium (0520)	3,248,993	238,190	3,010,803
Physical Education and Men's Shower (0521)	3,896,871	42,822	3,854,049
Planetarium (0522)	559,465	9,212	550,253
Pool and Health Center (0523)	8,273,592	91,268	8,182,324
Primary Electrical Distribution System (0524)	13,460,000	189,678	13,270,322
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	19,565	1,294,099
Sewer System (0527)	1,964,200	14,815	1,949,385
Social Sciences (0528)	7,415,520	79,635	7,335,885
Storm Drain System (0530)	1,083,909	8,221	1,075,688
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	117,283,489	3,321,285	113,962,204
<u>Information Technology and Equipment (ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	305,655	817,995
Facilities Planning and Services (0603)	1,818,724	176,071	1,642,653
Fine Arts (0604)	2,805,096	328,212	2,476,884

Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	422,712	1,348,929
Information Technology (0608)	14,557,510	988,291	13,569,219
Learning Resources (0609)	4,665,775	97,340	4,568,435
Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	489,445	2,512,840
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	160,964	406,536
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
Total Information Technology and Equipment	54,681,858	3,712,521	50,969,337
Physical Education Facilities Improvements (PEFI)			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
Total Physical Education Facilities	1,707,049	-	1,707,049
	\$394,516,464	\$13,630,036	\$380,886,428

C. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for April 6 at 3 p.m. in the Board Room.

II. APPROVAL

A. BID AWARD

It is recommended that the Board of Trustees approve entering into agreement with Innovative Interfaces Inc. for an Integrated Library System software package. This package provides all necessary hardware, software, data migration and training services to provide for a turn-key integrated library system. The total system purchase cost for this software package is \$160,000.00. Purchase order number TBD.

III. RATIFICATION

A. PURCHASE ORDERS

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure "E" expenditures be ratified and that payment be authorized upon delivery and acceptance of the items or services ordered.

Run Date
3/7/2005

El Camino Community College District
Measure "E" Purchase Order Listing

Meeting Date: 3-21-2005

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
P0072024	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$11,798.50
P0072025	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$100,933.52
P0072124	Dell Marketing L. P.	Information Technology	Instr.CompEquip	\$99,699.10
P0079069	Ford West	Facilities Planning	New Equipment - Noninstru	\$113,680.54
P0079070	Archie Ivy, Inc.	Humanities Complex	Site Improvements	\$3,989.01
P0079074	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$14,126.47
P0079075	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$18,980.13
P0079076	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$48,434.49
P0079078	Apple Computer, Inc.	Information Technology	Non Inst Comp Eq	\$10,367.60
P0079079	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$33,707.30
P0079081	Spitz Space Systems, Inc.	Natural Sciences	New Equipment - Noninstru	\$9,000.00
P0079083	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq	\$12,321.02
P0079084	Delphin Computer Supply	Information Technology	Non Inst Comp Eq	\$1,471.12
Total :		13		\$478,508.80
B0079061	Vizual Symphony, Inc	Science Complex Reno	Group II Equipment	\$70,926.42
B0079063	LCC 3 Construction	Master Planning	Testing & Inspection	\$20,000.00
B0079072	Flewelling & Moody	Temporary Space/Reloc	Architecture & Engineering	\$45,000.00
B0079073	Southland Industries	Master Planning	Architecture & Engineering	\$45,000.00
B69212A	Toft Wolff Farrow, I	Library	Architecture & Engineering	\$13,556.25
Total :		5		\$194,482.67
Total POs and BPOs :		18	TOTAL :	\$672,991.47

B. CHANGE ORDERS

None

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

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A. Employment and Personnel Changes.....	1-4
B. Temporary Casual Employment	5-8
C. Classified Professional Growth.....	8
D. Resolution – Equivalence to Minimum Qualifications.....	9
E. Approval by Board of Trustees: Part-Time Faculty Salary Proposal.....	9-10
F. Volunteers.....	9

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-23 and 1-11.

Certificated Personnel:

1. Retirement – Mr. Melvyn Moore, full-time instructor of Chemistry, last day worked effective June 10, 2005, first day of retirement effective June 11, 2005, and that a plaque be presented to him in recognition of his service to the District since 1988.
2. Amend Retirement – Ms. Linda Leon, full-time instructor of Nursing, last day worked effective January 14, 2005, first day of retirement, effective January 15, 2005.
3. Pre-Retirement – Ms. Melinda Barth, full-time instructor of English, to work a reduced load of 100% in Fall and 0% in Spring, for five years beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).
4. Rescind Pre-Retirement Application – Ms. Deborah Weir, full-time instructor of English, effective Fall, 2005.
5. Employment – Ms. Ellen Young, Acting Director, Special Resource Center, Range 13, Step A, Administrator Salary Schedule, effective March 1 through June 30, 2005.
6. Amend Employment – Ms. Cynthia Mosqueda, full-time Counselor First Year Experience, Class II, Step 7, Fiscal Salary Schedule, 100% District funded, effective April 1, 2005.
7. Amend Employment – Ms. Ruth Banda-Ralph, full-time Faculty Coordinator, First Year Experience, Class IV, Step 12, Fiscal Salary Schedule, 100% District funded, effective April 1, 2005.
8. Amend Employment – Mr. Patrick D. Jefferson, full-time/temporary Faculty Coordinator Teacher Education Program, Behavioral & Social Sciences, Class II, Step 7 (instead of Step 4), effective March 9, 2005 through March 9, 2006, instead of through June 30, 2005.
9. Change in Assignment – Dr. Lucinda Aborn, full-time Director of Special Resources from 50% to 100% as Acting Dean of Health Sciences and Athletics, Range 16, Step B, effective February 1, through June 30, 2005.
10. Leave of Absence – Ms. Carmen Hunt, full-time instructor of Speech, effective February 10 through June 10, 2005.
11. Leave of Absence 100% (medical) – Ms. Phyllis West, full-time instructor of English, effective March 1 through June 10, 2005.

March 21, 2005

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12. Leave of Absence 50% (medical) – Ms. Ann Kesslen, full-time instructor of English, effective February 12 through June 10, 2005.
13. Special Assignment – Ms. Wendy Kahan, part-time/temporary instructor of Electronics, to develop curriculum for Girls in Technology classes in Community Advancement, to be paid \$35 an hour, not to exceed 14 hours or \$490, (non-STRS creditable service), effective March 22 through June 30, 2005, in accordance with the Agreement Article X, Section 9(m).
14. Special Assignment – Ms. Glenna Johnson, part-time/temporary instructor of CADD, to develop curriculum for Girls in Technology classes in Community Advancement, to be paid \$35 an hour, not to exceed 14 hours or \$490, (non-STRS creditable service), effective March 22 through June 30, 2005, in accordance with the Agreement Article X, Section 9(m).
15. Special Assignment – Mr. Steven Jones, part-time CNA Instructor, to assist full-time instructor with skills preparation for fundamental nursing students, to be paid \$38.77 an hour not to exceed \$4,000, effective March 7 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
16. Special Assignment – Mr. Kenneth Key, full-time Counselor, to perform assessments, evaluations, preparation and follow-up to prepare potential students for nursing program eligibility, in Workplace Learning Resource Center, to be paid \$51.69 an hour, not to exceed 290 hours or \$15,000, effective March 2 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).
17. Special Assignment – The following full-time instructors of Nursing to administer credit-by-examination, to be paid \$51.69 an hour, effective March 22 through June 30, 2005, in accordance with the Agreement, Article X, Section 7(c).

Patricia McGinley
Kathy Morgan

Francis Vander Stucken
Susan Zareski

18. Special Assignment – The following part-time temporary Applied Music Duty Instructors to be paid \$25.85 an hour, effective February 14 through June 10, 2005, in accordance with the Agreement Article X, Section 9(m).

<u>Instructor</u>	<u>Not to exceed</u>
Patricia Maki	10 hours
Virginia Frazier	10 hours
Susan Helfter	5 hours
Jeanette Wrate	9 hours

19. Stipend Assignment – Mr. Jeffrey Rigby, part-time instructor of Anthropology to be paid \$75 for speaking at Anthropology Forum, effective December 10, 2004, in accordance with the Agreement, Article X, Section 9(m).
20. Employment – The following part-time/temporary instructors to provide instruction in the Fire Academy, effective August 30 through December 17, 2004, to be paid by their respective agencies.

Torrance Fire Department
Steven Deuel

UCLA Center for Prehospital Care
Julie Crenshaw

21. Employment – The following part-time/temporary instructor to be hired as needed for the Winter 2005 session:

Fine Arts
Kristin Chew, Class I, Step 4

22. Employment – Mr. Lloyd DeGonia, part-time/temporary instructor of Administration of Justice, effective January 5 through June 30, 2005, to be paid by the Torrance Police Department.

23. Employment - The following part-time/temporary instructors to be hired as needed for the Spring 2005 semester.

Behavioral & Social Science
Emily A. Sedgwick

Fine Arts
Carolyn W. Almos
Kim Bogaro
Suzanne Jacobs Fagan
Hiroshi E. Hamanishi
Jarvis Johnson
Emma Kheradyar
Dawn L. Trickett

Health Sciences & Athletics
Jaymie L. Collette

Humanities
Katrina Hasan-Hamilton
Tristan D. Saldana

Classified Personnel:

1. Termination – Ms. Liana Filishtiner, Senior Clerical Assistant, Range 24, Step A, Business Division, Academic Affairs Area, effective March 18, 2005.
2. Personal Leave of Absence 25% - Edward Gropp, Bookstore Sales Assistant, Range 18, Step E, Bookstore Division, Administrative Services Area, effective March 22 through April 22, 2005.
3. Personal Leave of Absence 15% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective February 14 through June 10, 2005.
4. Personal Leave of Absence 100% - Ms. Vicki Mack, Financial Aid Assistant, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective March 1 through April 29, 2005.
5. Change of Assignment – Ms. Sophie Dao, Accounting Technician II, Range 34, Step B, from Financial Aid/Enrollment Services Division, Student and Community Advancement Area to Fiscal Services Division, Administrative Services Area, effective March 22, 2005.
6. Employment – Mr. Robert Butler, Programmer Analyst, Range 46, Step A, Information Technology Services Division, Administrative Services Area, effective April 4, 2005.
7. Employment – Ms. Maria Cortez, Clerical Assistant, Range 22, Step A, Behavioral and Social Sciences Division, Academic Affairs Area, effective April 1, 2005.

Temporary Classified Service Employees:

8. Change in Classification - Ms. Janice Davis, from 50% Clerk, Range 17, Step A, to 50% Reprographics Operator, Range 22, Step A, Copy Center/Public Information Division, President's Office Area, effective March 22, 2005.
9. Change in Classification - Ms. Pamela Scottini, from 50% Clerk, Range 17, Step A, to 50% Reprographics Operator, Range 22, Step A, Copy Center/Public Information Division, President's Office Area, effective March 22, 2005.
10. Ms. Michele Warner - Clerk, Range 17, Step A, Public Information Division, President's Office Area, effective March 22 through June 30, 2005, to work 10.5 hours per week, to perform clerical duties.
11. Ms. Michele Warner – Reprographics Operator, Range 22, Step A, Public Information Division, President's Office Area, effective March 22 through June 30, 2005, to work 10.5 hours per week, to perform bindery work overload.

March 21, 2005

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B. TEMPORARY CASUAL EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown in items 1-29.

1. Jennifer Borland – Paraprofessional, \$15.00 per hour, Monday through Friday (varies), 8:00 am to 4:30 pm (varies), effective March 21, 2005 through June 30, 2005, Fine Arts, Academic Affairs Area, to act as scanning technician for Art Department, District funded.
2. Nancy Bradbury – Professional I, \$20.00 per hour, days vary, less than or equal to twenty (20) hours per week, effective March 23, 2005 through June 30, 2005, Teacher Education Program/Behavioral and Social Sciences, Academic Affairs area, to provide administrative support, VATEA funded.
3. Nora DeMuth – Paraprofessional (Science FEST Future Teacher Leader Student Participant), \$15.00 per hour, days and hours to vary, effective March 1, 2005 through June 30, 2005, Grants Office, Student and Community Advancement Area, to provide clerical assistance and support to the project faculty and to contact classroom teachers to set up Science FEST teachings in their classrooms, VATEA funded.
4. Renee F. Dorn – Professional I, \$20.00 per hour, Monday through Friday (varies), 7:45 am to 4:30 pm, effective April 1, 2005 through June 30, 2005, Vice President – Student and Community Advancement, Student and Community Advancement Area, to assist in the daily support of operational activities in the Office of the Vice President-Student and Community Advancement, District funded.
5. Santiago Elisondo Jr – Tutor III, \$9.50 per hour, days and hours to vary, effective March 22, 2005 to June 30, 2005, EOPS/CalWORKS/CARE – Counseling and Student Services, Student and Community Advancement Area, to provide tutoring services to EOPS/CARE students, VATEA funded.
6. Teresa Flint – Professional I, \$23.75 per hour, Monday through Friday (varies), 7:45 am to 4:30 pm (varies), effective February 17, 2005 through June 30, 2005, Fine Arts, Academic Affairs Area, to provide administrative support, District funded.
7. Teresa Foster – Computer Systems Support Assistant II, \$8.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective March 22, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs area, provides accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
8. Jose A. Jauregui – Program Assistant II, \$9.00 per hour, Monday through Thursday, 10:00 am to 7:00 pm, effective March 22, 2005 through June 30, 2005, Admission and Records, Student and Community Advancement Area, to assist students and perform other duties as assigned for admissions processing, District Funded.

9. Jesse Jimenez – Professional I (Vocational and Technical Careers Outreach Coordinator) \$27.50 per hour, Monday through Friday, 8:00 am to 5:00 pm, effective February 23, 2005 through June 30, 2005, Workforce and Community Education/Community Advancement, Student and Community Advancement Area, to promote activities related to vocational education and technical careers, VATEA funded.
10. Carl Johnson – Paraprofessional (Writing Center Tutor), \$15.00 per hour, Monday through Friday, 8:00 am to 9:00 pm (varies), effective March 22, 2005 through June 10, 2005, Humanities, Academic Affairs Area, working in the Writing Center and Computer Lab assisting students, District funded.
11. Desire Johnson – Paraprofessional, \$15.00 per hour, Monday through Friday, hours to vary, effective March 22, 2005, through June 30, 2005, CalWORKSs/CARE/EOPS, Student and Community Advancement Area, to assist CalWORKS Job Developer with student intake, employment activities, job search and referrals, and employment processing paperwork, VATEA funded.
12. Won W. Kang – Tutor II, \$8.50 per hour, Monday through Friday, 12:00 pm to 2:00 pm, effective March 22, 2005 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, District funded.
13. Jeffrey Kincaid – Teacher’s Assistant II, \$7.00 per hour, Tuesdays, 7:30 pm to 10:40 pm, effective February 28, 2005 through June 30, 2005, Astronomy Lab/Natural Sciences, Academic Affairs Area, to assist instructor for Astronomy Lab, District funds.
14. Thomas Koons – Teacher’s Assistant IV, \$11.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective March 7, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, to provide accommodation for students with disabilities in accordance with Title V.
15. Michelle Light – Professional III, \$50.00 per hour, Monday through Saturday (varies), hours to vary, effective January 1, 2005 through June 30, 2005, Workplace Learning Resources Center (WpLRC)/Community Advancement, Student and Community Advancement, to teach a not-for-credit Parenting Class at Terminal Island, VATEA funded.
16. Rhan McNeal – Paraprofessional (Lifeguard), \$10.00 per hour, days to vary, 8:00 am to 6:00 pm (varies), effective February 12, 2005 through June 30, 2005, Workplace Learning Resources Center (WpLRC)/Community Advancement, Student and Community Advancement, to function as lifeguard for the Standard for Training Certification and Watchkeeping (STCW)/Maritime program, VATEA funded.
17. Tom O’Malley – Interpreter III, \$21.75 per hour, days and hours to vary, effective February 12, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, provide accommodations for students with disabilities in accordance with Title V, District and VATEA funded.

18. Lorraine Peralta – Paraprofessional, \$12.00 per hour, Monday through Friday, hours to vary, effective April 4, 2005 through June 30, 2005, Nursing/Health Sciences and Athletics, Academic Affairs Area, to provide general office assistance, VATEA funded.
19. Mayra Perez – Interpreter I, \$17.25 per hour, days and hours to vary, effective February 8, 2005 to June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
20. Stephen Perry – Computer Systems Support Assistant II, \$8.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective March 7, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
21. Esly Pinzon – Program Assistant II, \$9.00 per hour, Monday through Friday, 8:00 am to 7:00 pm (varies), effective March 22, 2005 through June 30, 2005, Appointment Center – Counseling and Student Services, Student and Community Advancement Area, to assist with counter and phone work, scheduling, sorting, filing, copying records for counselors, District funded.
22. Elizabeth Schwartz – Paraprofessional (Supplemental Instruction Coach), \$10.00 per hour, days and hours to vary, effective February 18, 2005 through June 30, 2005, Enrollment Services/First Year Experience, Student and Community Advancement Area, to provide Group Tutoring, Academic Assistance in Supplemental Instruction Program, VATEA funded.
23. John T. Spence – Stage Assistant IV, \$9.00 per hour, days and hours to vary, effective March 22, 2005 through June 30, 2005, Fine Arts – Production, Academic Affairs Area, to provide lighting, sound, and carpentry for Fine Arts events, District and VATEA funded.
24. Cecilia S. Stephens – Program Assistant III, \$10.00 per hour, Monday through Friday (varies), 7:45 am to 4:30 pm (varies), effective February 14, 2005 through June 30, 2005, Fine Arts, Academic Affairs Area, to assist with light clerical, telephones, and customer service District funded.
25. Yalonda Wade – Professional I, \$22.00 per hour, Monday through Friday, 8:00 am to 4:30 pm, effective March 22, 2005, through June 30, 2005, Career Placement Services/Community Advancement, Student and Community Advancement Area, to provide marketing and promotion of Career Placement Services, District funded.

26. Michele Warner – Office Aide I, \$6.75 per hour, Monday to Friday (varies), 8:00 am to 9:00 pm (varies), effective March 22, 2005 through June 10, 2005, Humanities, Academic Affairs Area, to screen all students for appropriate services and assist them in acquiring the service, District funded.
27. Debbie Weber – Interpreter IV, \$24.25 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective March 21, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
28. Barbara Yancey – Interpreter IV, \$24.25 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective February 14, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Administrative Services Area, to provide accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
29. The following individuals are to work as Paraprofessional (Lifeguard), \$12.00 per hour, days and hours to vary, effective February 23, 2005 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to maintain constant observation of the pool facility during assigned class hours, District funded.
April Murray
Richard Pieper
Amanda Whitehead

C. 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:

Commission on Athletics 8th Annual Convention, Reno, NV - Carolyn Biedler. April 7-8, 2005. \$376.00.

Commission on Athletics 8th Annual Convention, Reno, NV - Rory K. Natividad. April 7-8, 2005. \$50.00.

Learning Resources Network (LERN) Online Course 2101: Teaching Online - Terry Newman. April 4-8, 2005. \$100.00.

LERN Successful Certificate Programs Institute, St. Louis, MO – Terry Newman. June 13-17, 2005. \$400.00 maximum.

D. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

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

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

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

Administration of Justice

Lloyd De Gonia

Dance

Kim Bogaro

Kristen Chew

Hiroshi Hamanishi

E. APPROVAL BY BOARD OF TRUSTEES: PART-TIME FACULTY SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Part-Time Faculty a 3.195% on-scale salary increase, effective January 1, 2005, as shown on page 10.

F. 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, Workers Compensation coverage is being provided for the following persons.

Pirkko De Bar

Jack Cole

Llubi "Maria" Ramirez

Alisha Reed

Rachel Rodarte

Kongdach (Kevin) Sethadun

PART-TIME FACULTY SALARY SCHEDULE
Effective January 1, 2005

<u>LECTURE (68.5%)</u>		<u>Class I – BA</u>		<u>Class II - MA</u>	
Step	Stipend	Hourly	Stipend	Hourly	
1	1100	61.097	1165	64.746	
2	1147	63.746	1213	67.395	
3	1195	66.397	1261	70.041	
4	1243	69.037	1308	72.690	
5	1290	71.685	1356	75.330	
6	1338	74.330	1404	77.983	

<u>LAB (69.5%)</u>		<u>Class I – BA</u>		<u>Class II - MA</u>	
Step	Stipend	Hourly	Stipend	Hourly	
1	837	46.492	887	49.269	
2	873	48.507	923	51.284	
3	909	50.525	959	53.298	
4	946	52.533	996	55.313	
5	982	54.549	1032	57.322	
6	1018	56.561	1068	59.341	

<u>ACTIVITY (74.44%)</u>		<u>Class I – BA</u>		<u>Class II - MA</u>	
Step	Stipend	Hourly	Stipend	Hourly	
1	814	45.245	863	47.948	
2	850	47.206	898	49.909	
3	885	49.170	934	51.869	
4	920	51.125	969	53.830	
5	956	53.086	1004	55.785	
6	991	55.045	1040	57.750	

<u>NON-INSTRUCTIONAL (75%)</u>		<u>Class I – BA</u>		<u>Class II - MA</u>	
Step		Hourly		Hourly	
1		35.836		37.977	
2		37.390		39.531	
3		38.945		41.083	
4		40.493		42.636	
5		42.047		44.185	
6		43.598		45.741	

Board Approved: March 21, 2005
March 21, 2005

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. Conference Attendance | Page 1 |
| B. Special Subcommittee Report | Page 1 |
| C. California Community College Trustees Board Election | Page 1 |

A. Conference

It is recommended that the Board approve the following conference attendance:
American Association of Women in Community Colleges Spring 2005 Conference, Cerritos, CA
– Susan Pickens, April 22, 2005, cost \$35.00.

B. Report From Special Subcommittee of the Board of Trustees on Self Evaluation and Board Goals

C. California Community College Trustees Board Election

It is recommended that the Board name a member to review nominations for membership on the California Community Colleges Trustees Board.