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Board of Trustees El Camino Community College District



Mr. William Beverly
President
Trustee Area Three

Mrs. Lila S. Hummel
Vice President
Trustee Area Four

Mrs. Mary E. Combs
Secretary
Trustee Area Two

Dr. Nathaniel Jackson
Member
Trustee Area One

Mr. Bryce L. Matson
Student Member

Dr. Thomas M. Fallo
Superintendent,
El Camino Community College District
President,
El Camino College

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

**Agenda, Monday, May 16, 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 April 18, 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 1-2
Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-21
Administrative Services
See Administrative Services Agenda, Pages 1-12
See Measure "E" Bond Fund Agenda, Pages 1-6
See Human Resources Agenda, Pages 1-15
Superintendent/President
See Superintendent/President Agenda, Pages 1-28
- 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. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matter
 - 2 cases
 - 2. 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.

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, April 18, 2005

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, April 18, 2005, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Lila S. Hummel, Vice President; Trustee Mary E. Combs, Secretary; Trustee Nathaniel Jackson, Member; and Trustee Mary E. Combs, Member. Mr. Bryce L. Matson, Student Member was absent.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Mr. Alex Kelley, Interim Vice President—Administrative Services; Dr. Regina Smith, Dean—Counseling and Student Services; and Dr. James Schwartz, Interim Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of March 21, 2005

The Minutes of the Regular Board Meeting of March 21, 2005 were approved.

Consent Agenda

It was moved by Trustee Hummel, seconded by Trustee Jackson, that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Associate Degree Definitions and Criteria
Conference Attendance
Instructional Field Trips – Spring 2005
Proposed Curriculum Changes – Effective 2005-2006 Academic Year

Student and Community Advancement

Student Field Trips
Student Conference
Summer Athletic Programs
Community Education – Spring 2005
EOP&S/CalWORKS/CARE Recognition Banquet
Grants
International Travels

Administrative Services

Purchase Orders

Measure E Bond Fund

Contracts/Personal Service Agreements Valued at \$50,000 or Higher
Contract Amendment
Notices of Job Completion
Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Classified Professional Growth

New Classification Specifications for Classified Positions

President/Board of Trustees

Order Biennial Governing Board Election

2004-2005 Board of Trustees Goals

Citizens' Bond Oversight Committee

Travel

Motion carried.

California Community College Trustee Board of Directors Election

It was moved by Trustee Combs, Seconded by Trustee Jackson, that the Nominated Candidate listing for the California Community College Trustee Board of Directors election be amended to include Jeanette Mann.

Motion carried.

Public Comment

Students Brenda Alvarez, Adan Alvarez and Edgar Ibarria made comments.

Closed Session

Meeting recessed to a closed session at 5:20 p.m. and adjourned from the closed session at 6:10 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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. Resolution – Child Development Center..... 1

A. RESOLUTION – CHILD DEVELOPMENT CENTER

It is recommended that the Board approve the Resolution, as shown on page 2, which satisfies the California Code of Regulations (CCR), Title 5, Education, Section 18279. With the following Resolution, Board members are made aware of the California Department of Education, Child Development Division's Desired Results self-evaluation process. The self-evaluation process results in an annual report due each year by June 1.

RESOLUTION

This resolution must be adopted in order to comply with California Code of Regulations (CCR), Title 5, Education, Sec. #18279 (see attached). Per this regulation, members of the Governing Board need to be made aware of the California Dept. of Education, Child Development Division’s Desired Results self-evaluation process as presented at a meeting or in another capacity. In order for us to be in compliance with the above regulation, members of the Governing Board must be presented with the information, and time allotted for discussion and/or constructive input. The self-evaluation process results in the attached annual report which is due each year by June 1.

RESOLUTION

BE IT RESOLVED that the Governing Board of El Camino Community College District has had an opportunity to assess the Child Development Center’s annual report which consists of the report process, contract monitoring review summary of findings, the environment rating scale summary of findings, program action plan, personnel rosters, staffing level summary sheet, and self-evaluation checklist.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Thomas M. Fallo</u>	<u>Superintendent/President</u>	_____
<u>James Schwartz</u>	<u>Acting V.P./Academic Aff.</u>	_____
<u>Gloria Miranda</u>	<u>Dean/Behav. Soc. Sci.</u>	_____

PASSED AND ADOPTED THIS 16th day of May 2004/05 by the Governing Board of El Camino Community College District of Los Angeles County California.

I, Thomas M. Fallo, Clerk of the Governing Board of El Camino Community College District, of Los Angeles, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board of Trustees meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

Clerk’s Signature: _____

Date: _____

May 16, 2005

Academic Affairs 2

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. FIELD TRIPS

1. It is recommended that the Board approve the following field trips for the Career and Transfer Center. The purposes of the trips are to provide cultural enrichment and university experience. Additional staff for the Career and Transfer Center field trips are: Victoria Martinez and Lori Losorelli:

May 18, 2005 – Van Nguyen - Los Angeles County Fire Station #58, Los Angeles, California. Estimated students 12. Depart 10am; return 1pm. Transportation by school vans.

May 19, 2005 – Van Nguyen – KTLA Television Station, Hollywood, California. Estimated students 12. Depart 7am; return 1pm. Transportation by school vans.

May 27, 2005 – Van Nguyen – Daily Breeze, Torrance, California. Estimated students 12. Depart 9am; return 1pm. Transportation by school vans.

June 1, 2005 – Van Nguyen – 100.3 Radio Station, Hollywood, California. Estimated students 12. Depart 7am; return 1pm. Transportation by school vans.

2. It is recommended that the Board approve the following field trip for the El Camino College Language Academy. The purpose of the trip is for cultural enrichment:

May 26, 2005 – Destyn LaPorte – Mulligan’s Family Fun Center, Torrance, California. Estimated students 15. Depart 12noon; return 3pm. Transportation by bus.

B. STUDENT CONFERENCE

It is recommended that the Board ratify attendance of the following students at the National Science Teachers Association Annual Conference, March 31 through April 2, 2005, Dallas, Texas. Expenses in the amount of \$2,212 to be paid from the Federal Grant for the National Science Foundation. Advisor: Judy Kasabian:

Denise Andrade, Kristina Atia, Nicole Gant, and Margaret LaBouff

C. COMMUNITY EDUCATION – SUMMER 2005

It is recommended that the Board approve the Community Education Program for Summer 2005 as shown on pages 4-21. It is further recommended that payment for the classes be based on specifications in the contract. The specification is either A) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR B) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

D. GRANTS - INFORMATION

It is recommended that the Board receive for information the following Grants:

1. Cedars Sinai Medical Center – Collaborative Career Ladder Training and Advancement Program. To address the critical shortage of licensed RN’s in the Los Angeles area, Cedars Sinai Medical Center has been awarded funding under the Governor’s Discretionary Funds for Industries with a Statewide Need. El Camino College’s collaboration with Cedars Sinai will create two new 12-student ASN Degree cohorts. This sub-contract includes didactic and clinical instructor costs, student tuition, and instructional supplies.

Amount of Grant Funding from Granting Agency	\$146,708
Amount of College Match (in-kind)	<u>\$188,800</u>
Total Amount of Grant	\$335,508
Performance Period: April 1, 2005 through April 30, 2006	

2. City of Torrance – Children’s Choral Music Festival. This grant will provide a music education and singing performance experience to local elementary school students that will both inspire and educate teachers as well as students. Over one weekend in April 2006, the Festival will provide music education workshops designed for teachers and a series of much education activities for school children that will culminate in a free afternoon choral performance in the Marsee Auditorium that will be open to the public.

Amount of Grant Funding from Granting Agency	\$1,000
Amount of College Match (in-kind)	<u>\$4,000</u>
Total Amount of Grant	\$5,000
Performance Period:	

3. National Science Foundation – Advance Aerospace Manufacturing Education Initiative (Planning Grant). The Industry and Technology Division is submitting a planning grant proposal to the National Science Foundation for the proposed project “Advanced Aerospace Manufacturing Education Initiative”. The proposed project requests \$99,292 for one year (shared between El Camino College, Oregon Institute of Technology and Purdue University). Funds will cover travel and personnel expenses to conduct meetings and develop a revised three-to-five year project for NSF review in October 2005. This planning grant was developed at the request of the National Science Foundation to address deficiencies in our original proposal for an “Advanced Aerospace Manufacturing Education Initiative” that was submitted in October 2004.

Amount of Grant Funding from Granting Agency	\$99,292
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$99,292
Performance Period: May 20, 3005 through September 30, 2005	

E. GRANTS - ACCEPTANCE

1. Department of Education – Global Experience Through Technology for Community College Students. The proposed project aims to create a learning environment that allows large numbers of students to become internationally educated without having to physically leave the campus. Global Experience Through Technology (GETT) proposes the need to prepare El Camino College students for entering the global labor market of the 21st century by accomplishing the following objectives: 1) Internationalize El Camino College courses in various disciplines using the GETT model; 2) Enhance and expand foreign language programs; and 3) Develop curricula for additional courses related to specific area studies, e.g. a course on Chinese cultures and a series of courses on Islamic issues.

Amount of Grant Funding from Granting Agency	\$ 80,000
Amount of College Match (In-kind)	<u>\$ 75,498</u>
Total Amount of Grant	\$155,498
Indirect Rate:	\$6,391.20 (8%)
Performance Period:	April 1, 2005 through April 30, 2006

2. Department of Education – Preparing Tomorrow’s Teachers Today (PTTT)
During the second year of this five-year grant, the project will continue to pursue the objectives identified in year one, plus the following objectives: 1) Implement Bridge to Teacher Education Project orientation and club leadership training; 2) Develop training workshops; 3) Form a collaborative faculty team to focus on methodology and online teaching; 4) Develop support for high school teacher academies; 5) Develop two new transfer agreements; and 6) Track longitudinal data on TEP students transferring.

Amount of Grant Funding from Granting Agency	\$695,384
Amount of College Match (In kind)	<u>\$ -0-</u>
Total Amount of Grant	\$695,384
Performance Period:	October 1, 2005 through September 30, 2006

Community Education-Summer 2005

Board of Trustees

Date/Time Sort			E=employee -NOT STRS eligible; N=non-employee							
Title	Instructor	Rate of Pay	E/N	#mtgs	First	Day	Start	End	Add'l Dates	Room
Candle Making/Beginners	Abdul, Quayum	OptA	N	1	6/25	Sat	9:00 AM	12:00 PM		Artb215
Glycerine Soap Making	Abdul, Quayum	OptA	N	1	7/9	Sat	9:00 AM	12:00 PM		Artb215
Hurricane Candle Making	Abdul, Quayum	OptA	N	1	7/23	Sat	9:00 AM	12:00 PM		Artb215
Creative Writing	Ampuero, Karen	\$32/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Mu133
Creative Writing	Ampuero, Karen	\$32/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Mu133
Math Basics	Ampuero, Karen	\$32/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 AM	thru 7/14	Mu133
Spelling/Vocab Improvement	Ampuero, Karen	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Mu133
Become a Domestic or Int'l Tour	Anderson, Cherie	OptA	N	1	6/18	Sat	1:30 PM	4:30 PM		Socs104
Get Paid to Travel	Anderson, Cherie	OptA	N	1	6/18	Sat	9:30 AM	12:30 PM		Socs104
Algebra 1, Part B	Andress,, Linda		N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Socs204
Destination Earth	Baker, Sandra	\$29/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Comm204
Fun with Journalism	Baker, Sandra	\$29/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Comm204
More Fun with Journalism	Baker, Sandra	\$29/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Comm204
Your Autobiography	Baker, Sandra	\$29/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Comm204
Leadership Skills for Mgrs AMA	Barnes, Hughie	\$40/hr +\$5/stu	N	5	7/7	Thur	6:30 PM	9:30 PM	thru 8/4	Socs203
Chandalier/Hoop Earrings	Barrera, Debbie	\$28/hr	N	2	8/3	Wed	6:30 PM	9:30 PM	thru 8/10	Artb215
Get Wired-Make Your Own Jewelry	Barrera, Debbie	\$28/hr	N	2	7/6	Wed	6:30 PM	9:30 PM	thru 7/13	Artb215
Wire Wrapped Pendant	Barrera, Debbie	\$28/hr	N	2	7/20	Wed	6:30 PM	9:30 PM	thru 7/27	Artb215
20+ Ways to Use Digital Camera	BDG Online	\$25/class	N	30	7/19	M-Su			avail 30 days	online
Amazing Sea Creatures	BDG Online	\$25/class	N	30	7/19	M-Su			avail 30 days	online
Brain Crank	BDG Online	\$25/class	N	30	7/19	M-Su			avail 30 days	online
Native Plants of California	BDG Online	\$25/class	N	30	8/23	M-Su				online
Underground Pressure Cookers	BDG Online	\$25/class	N	30	7/19	M-Su			avail 30 days	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
When Pigs Fly	BDG Online	\$25/class	N	30	7/19	M-Su			avail 30 days	online
Zipper Connection	BDG Online	\$25/class	N	30	6/21	M-Su			avail 30 days	online
Yoga for Health & Relaxation-Beg	Berman, Ron	OptA	N	10	7/9	Sat	10:30 AM	12:00 PM	thru 9/17, nc 9/3	PE2
Drawing in the Garden	Beuoy, Jean	\$23/hr	N	6	6/18	Sat	9:00 AM	11:00 AM	thru 7/30; nc7/2	SCBotanic Garden
Learn to Draw	Beuoy, Jean	\$23/hr	N	8	6/21	Tues	6:30 PM	9:00 PM	thru 8/9	Artb211
Oil & Acrylic Painting	Beuoy, Jean	\$23/hr	N	8	6/20	Mon	6:30 PM	9:00 PM	thru 8/15;nc 7/4	Artb211
Watercolor Painting	Beuoy, Jean	\$23/hr	N	8	6/18	Sat	1:00 PM	3:30 PM	thru 8/13; nc7/2	Artb211
HT Become Spl Event Planner	Binder, Farla	OptA	N	1	7/28	Thur	6:30 PM	9:30 PM		Socs204
Digital Photography w/intro to Photoshop	Brownlee, Jonathan	OptA	N	4	7/7	Thur	7:00 PM	9:30 PM	thru 7/28	Bus7
Hands-On Art History	Brunetti, Judy	\$29/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Decath
Practical, Everyday Spanish, Pt 1	Brunetti, Judy	\$29/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 AM	thru 7/14	Decath
Practical, Everyday Spanish, Pt 2	Brunetti, Judy	\$29/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Decath
Artful Travel Images: Capturing the Scene	Carss, Brad	OptA	N	1	7/21	Thur	6:30 PM	9:30 PM		Socs109
Cultural Assumptions: Where do they come from	Carss, Brad	OptA	N	1	7/23	Sat	12:00 PM	4:00 PM		Socs109
Modern Art Appreciation	Carss, Brad	OptA	N	1	7/16	Sat	12:00 PM	4:00 PM		Socs109
Creative Writing	Cheung, Matt	\$32/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Socs108
Writing an "A" Report	Cheung, Matt	\$32/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Socs204
Writing an "A" Report	Cheung, Matt	\$32/hr	N	8	8/1	M-Th	2:30 PM	4:00 PM	thru 8/11	Socs108
Creative Writing	Chew, Deborah	\$29/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Artb215
Drawing & Cartooning	Chew, Deborah	\$29/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Artb215
Rockin' w/Bach & Beatles	Chew, Deborah	\$29/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Artb215
Rockin' w/Bach & Beatles	Chew, Deborah	\$29/hr	N	8	8/1	M-Th	8:30 AM	10:00 AM	thru 8/11	Artb215

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Building Finan. Portf. On \$25/day	Christensen, Bobbie	OptA	N	1	7/28	Thur	6:30 PM	9:30 PM		Socs109
Marketing Book on Shoe-String Budget	Christensen, Bobbie	OptA	N	1	7/30	Sat	3:00 PM	5:00 PM		Socs112
Publishing Your Book	Christensen, Bobbie	OptA	N	1	7/30	Sat	12:30 PM	2:30 PM		Socs112
Writing Your First Book (or 7th)	Christensen, Bobbie	OptA	N	1	7/30	Sat	10:00 AM	12:00 PM		Socs112
Walking in the Garden	Coble, Michael	\$20/hr	N	6	6/18	Sat	9:00 AM	10:00 AM	thru 7/30; nc 7/2	SCBotanic Garden
Peacemaker's Institute	Curry, Jeffreda	OptA	N	8	7/5	T-F,M-Th	1:00 PM	4:00 PM	thru 7/14	Alondra Rm
Peacemaker's Institute	Curry, Jeffreda	OptA	N	8	8/1	M-Th	1:00 PM	4:00 PM	thru 8/11	Socs110
Calligraphy for Beginners	delosrios, Teresa	OptA	N	6	6/21	Tues	7:00 PM	9:00 PM	thur 7/26	Artb215
Fantastic Fabric Covered Books	Deutsch, Lisa	\$100/day	N	1	7/23	Sat	9:00 AM	12:00 PM		Tech256
Unique Creations in Book Art	Deutsch, Lisa	\$100/day	N	1	6/25	Sat	9:00 AM	12:00 PM		Tech256
HT Study Smarter Not Harder	Douglas, Lee	OptA	N	2	7/9	Sat	11:00 AM	12:30 PM	thru 7/16	Socs108
Listening Skills for Better Grades	Douglas, Lee	OptA	N	1	7/23	Sat	11:00 AM	12:30 PM		Socs108
Tips & Tech for Test Taking	Douglas, Lee	OptA	N	2	8/6	Sat	11:00 AM	12:30 PM	thru 8/13	Socs108
1st Line Supervision	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Delivering Knock Socks Off Svc	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Financial Tools/Drive Bus Strategy	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Fund of Budget NonFinancial Mgrs	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Fund of Marketing	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Fund of Statistical Process Control	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Grammar & Proofreading	eApproach	59/stu	N	90	6/16	Thur			90 days	online
HT Develop Strategic Plan	eApproach	59/stu	N	90	6/16	Thur			90 days	online
HT Manage Priorities	eApproach	59/stu	N	90	6/16	Thur			90 days	online
HT Plan & Mng Co. Budget	eApproach	59/stu	N	90	6/16	Thur			90 days	online
HT Write Mktg Plan	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Keeping Customers for Life	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Mgrs Guide to Financial Analysis	eApproach	59/stu	N	90	6/16	Thur			90 days	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Mng Customer Satis Process	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Planning & Leading Prod Mtgs	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Planning Cash Flow	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Practical Problem Solving Skills	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Presentation Success: Plan, Prepare	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Skills for Success: Admin Asst	eApproach	59/stu	N	90	6/16	Thur			90 days	online
Taking Control with Time Mgmt	eApproach	59/stu	N	90	6/16	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
TBD	eApproach	59/stu	N	90	TBD	Thur			90 days	online
What Managers Do	eApproach	59/stu	N	90	6/16	Thur			90 days	online
A to Z Grantwriting	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
A to Z Grantwriting	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
A to Z Grantwriting	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Accounting I	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Accounting I	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Accounting I	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Accounting II	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Accounting II	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Accounting II	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Achieving Top Search Engine Positions	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Achieving Top Search Engine Positions	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Achieving Top Search Engine Positions	Education To Go	Various	N	12	8/17	WF			thru 9/23	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Admin Asst App	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Admin Asst App	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Admin Asst App	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Admin Asst Fund	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Admin Asst Fund	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Admin Asst Fund	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Adv A+ Certification	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Adv A+ Certification	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Adv A+ Certification	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Adv Word	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Adv Word	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Adv Word	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Basic A+ Certification	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Basic A+ Certification	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Basic A+ Certification	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Beg Access	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Beg Access	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Beg Access	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Beg Excel	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Beg Excel	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Beg Excel	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Beg PowerPoint	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Beg PowerPoint	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Beg PowerPoint	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Beg Word	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Beg Word	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Beg Word	Education To Go	Various	N	12	8/17	WF			thru 9/23	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Creating Web Pages	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Creating Web Pages	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Creating Web Pages	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Debt Elimination Techniques	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Debt Elimination Techniques	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Debt Elimination Techniques	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Designing Effective Websites	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Designing Effective Websites	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Designing Effective Websites	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Digital Photography Output	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Digital Photography Output	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Digital Photography Output	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Discover Digital Photography	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Discover Digital Photography	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Discover Digital Photography	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Effective Business Writing	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Effective Business Writing	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Effective Business Writing	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
GED	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
GED	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
GED	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Get Paid to Travel	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Get Paid to Travel	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Get Paid to Travel	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Goodbye to Shy	Education To Go	Various	N	12	6/15	WF			thru 7/22	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Goodbye to Shy	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Goodbye to Shy	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Grammar Refresher	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Grammar Refresher	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Grammar Refresher	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Inter A+ Certification	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Inter A+ Certification	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Inter A+ Certification	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Inter Access	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Inter Access	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Inter Access	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Inter Excel	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Inter Excel	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Inter Excel	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Inter Word	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Inter Word	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Inter Word	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intor to PC Troubleshooting	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Intor to PC Troubleshooting	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intor to PC Troubleshooting	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intro to Dreamweaver MX	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Intro to Dreamweaver MX	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intro to Dreamweaver MX	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intro to Flash MX	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Intro to Flash MX	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intro to Flash MX	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intro to QuickBooks	Education To Go	Various	N	12	6/15	WF			thru 7/22	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Intro to QuickBooks	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intro to QuickBooks	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intro to Quicken	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Intro to Quicken	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intro to Quicken	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intro to Windows XP	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Intro to Windows XP	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intro to Windows XP	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Intro to XML	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Intro to XML	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Intro to XML	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Learn to Buy & Sell on eBay	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Learn to Buy & Sell on eBay	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Learn to Buy & Sell on eBay	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Luscious, Low-Fat, Quick Meals	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Luscious, Low-Fat, Quick Meals	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Luscious, Low-Fat, Quick Meals	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Mastering Digital Photography	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Mastering Digital Photography	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Mastering Digital Photography	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Medical terminology	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Medical terminology	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Medical terminology	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Online Investing	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Online Investing	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Online Investing	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Oracle	Education To Go	Various	N	12	6/15	WF			thru 7/22	online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Oracle	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Oracle	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Photoshop Elem for Dig Photo	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Photoshop Elem for Dig Photo	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Photoshop Elem for Dig Photo	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Proj Mgmt Appl	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Proj Mgmt Appl	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Proj Mgmt Appl	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Project Mgmt Fund	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Project Mgmt Fund	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Project Mgmt Fund	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Real Estate Investing	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Real Estate Investing	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Real Estate Investing	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Secrets of Better Photography	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Secrets of Better Photography	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Secrets of Better Photography	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Speed Spanish I	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Speed Spanish I	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Speed Spanish I	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Speed Spanish II	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Speed Spanish II	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Speed Spanish II	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
SQL	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
SQL	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
SQL	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online
TBD	Education To Go	Varies	N	12	TBD	WF				online
Travel Writing	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Travel Writing	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Travel Writing	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Understanding HR	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Understanding HR	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Understanding HR	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Wireless Networking	Education To Go	Various	N	12	6/15	WF			thru 7/22	online
Wireless Networking	Education To Go	Various	N	12	7/20	WF			thru 8/26	online
Wireless Networking	Education To Go	Various	N	12	8/17	WF			thru 9/23	online
Creative Writing	Edwards, Debra	\$29/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Artb211
Drawing with Pencils	Edwards, Debra	\$29/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Artb215
Exploring Multi-Cultural Art	Edwards, Debra	\$29/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Artb211
Great Grammar, Great Grades	Edwards, Debra	\$29/hr	N	8	7/18	M-Th	4:15 PM	5:45 PM	thru 7/28	Socs111
Spelling/Vocab Improvement	Edwards, Debra	\$29/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Socs111
Study Skills	Edwards, Debra	\$29/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Mu133
Watercolor Painting	Edwards, Debra	\$29/hr	N	8	8/1	M-Th	8:30 AM	10:00 AM	thru 8/11	Artb211
Writing an "A" Report	Edwards, Debra	\$29/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Bus7
Writing an "A" Report	Edwards, Debra	\$29/hr	N	8	7/5	T-F,M-Th	4:15 PM	5:45 PM	thru 7/14	Artb211
Algebra 1, Part A	Emmery, Laura	\$32/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 AM	thru 7/14	Bus5
Algebra 1, Part A	Emmery, Laura	\$32/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Bus5
Algebra 1, Part A	Emmery, Laura	\$32/hr	N	8	8/1	M-Th	8:30 AM	10:00 AM	thru 8/11	Bus5
Algebra 1, Part B	Emmery, Laura	\$32/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Bus5
Algebra 1, Part B	Emmery, Laura	\$32/hr	N	8	7/18	M-Th	4:15 PM	5:45 PM	thru 7/28	Bus5

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
H.S. Exit Exam Prep-Math	Emmery, Laura	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Bus5
Pre-Algebra, Part A	Emmery, Laura	\$32/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Bus5
Pre-Algebra, Part A	Emmery, Laura	\$32/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Bus5
Pre-Algebra, Part A	Emmery, Laura	\$32/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Bus5
Pre-Algebra, Part B	Emmery, Laura	\$32/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Bus5
Pre-Algebra, Part B	Emmery, Laura	\$32/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Bus5
Home Decorating w/Style	Farmer, Claudia	OptA	N	1	7/21	Thur	6:30 PM	9:30 PM		Socs105
Balance Sheet Analysis	Farmer, Kevin	OptA	N	1	7/25	Mon	6:30 PM	9:30 PM		Socs111
Business Overview--Getting Started	Farmer, Kevin	OptA	N	1	7/14	Thur	6:30 PM	9:30 PM		Socs108
Finances & Record Keeping	Farmer, Kevin	OptA	N	1	8/4	Thur	6:30 PM	9:30 PM		Socs108
Get Going w/QuickBooks	Farmer, Kevin	OptA	N	1	7/24	Sun	9:00 AM	3:00 PM		Comm204
Income Statement Analysis	Farmer, Kevin	OptA	N	1	7/18	Mon	6:30 PM	9:30 PM		Socs111
Journals & Gen Led Posting	Farmer, Kevin	OptA	N	1	7/11	Mon	6:30 PM	9:30 PM		Socs111
Keep Going w/QuickBooks	Farmer, Kevin	OptA	N	1	7/31	Sun	9:00 AM	3:00 PM		Comm204
Marketing, Sales & Promo	Farmer, Kevin	OptA	N	1	7/21	Thur	6:30 PM	9:30 PM		Socs108
Operations & Management	Farmer, Kevin	OptA	N	1	7/28	Thur	6:30 PM	9:30 PM		Socs108
Planning for Success:Your Bus Plan	Farmer, Kevin	OptA	N	1	8/11	Thur	6:30 PM	9:30 PM		Socs108
Spanish for Kids-Beg 1	Fernandez, Sonia	OptA	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Socs108
Spanish for Kids-Beg 1	Fernandez, Sonia	OptA	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Socs108
Spanish for Kids-Beg 2	Fernandez, Sonia	OptA	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Socs108
Spanish for Kids-Beg 2	Fernandez, Sonia	OptA	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Socs108
You Can Sell Hit Songs	Frederick, Robin	OptA	N	1	6/25	Sat	1:00 PM	4:00 PM		Socs104
High School Web Development	Gates College	80%	N	4	7/11	M-Th	2:00 PM	5:00 PM		Gates College
PC Security for the Home User	Gates College	80%	N	2	7/16	Sat	8:30 AM	1:45 PM	7/23	Gates College
Self Hypnosis/Self Improvement	Genco, Frank	OptA	N	1	7/7	Thur	7:00 PM	9:30 PM		Socs108
Stop Smoking Hypnosis Clinic	Genco, Frank	OptA	N	1	7/28	Thur	7:00 PM	9:30 PM		Socs105

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Think Thin! Be Thin! Stay Thin!	Genco, Frank	OptA	N	1	7/18	Mon	7:00 PM	9:30 PM		Socs108
Neg 1 The Art of Getting What You Want	Georgen, Pearl	OptA	N	1	6/21	Tues	6:30 PM	9:30 PM		Socs105
Neg 2 HT Talk & What to Say	Georgen, Pearl	OptA	N	1	6/28	Tues	6:30 PM	9:30 PM		Socs105
Neg 3 Mastery of the Art	Georgen, Pearl	OptA	N	1	7/5	Tues	6:30 PM	9:30 PM		Socs105
Neg 4 Resolving Critical Issues	Georgen, Pearl	OptA	N	1	7/12	Tues	6:30 PM	9:30 PM		Socs105
Basic Gardening Essentials	Gerber, Judi	\$25/hr	N	3	6/25	Sat	9:30 AM	11:30 AM	7/9 & 7/16;nc 7/2	SCBotanic Garden
Herb Gardening & Uses	Gerber, Judi	OptA	N	2	7/23	Sat	9:30 AM	12:30 PM	7/30	ArtPatio
Writer's Palette: Discover Voice	Gregory, James	OptA	N	4	6/28	Tues	6:30 PM	9:00 PM	thru 7/19	Socs109
Aromatherapy Spa	Grigsby, Nique	OptA	N	1	6/25	Sat	9:00 AM	12:00 PM		Artb15
HT Make Unique Gift Baskets	Grigsby, Nique	OptA	N	1	6/18	Sat	9:00 AM	12:00 PM		Artb215
Sign Language for Kids	Hagen, Astrid	\$34.70/hr	E	15	7/6	W-F, M-Th	4:15 PM	5:45 PM	thru 7/28	Socs105
Sign Language for Kids	Hagen, Astrid	\$34.70/hr	E	4	7/9	Sat	9:00 AM	11:00 AM	thru 7/30	Socs104
4-Minute Flexibility	Heim, Mike	OptA	N	1	7/9	Sat	1:00 PM	4:00 PM		PE52
4-Minutes to Better Balance	Heim, Mike	OptA	N	1	7/16	Sat	1:00 PM	4:00 PM		PE52
4-Minutes to the Zone	Heim, Mike	OptA	N	1	6/25	Sat	1:00 PM	4:00 PM		PE52
Guide to Great Calif Tours	Heller, Paul	OptA	N	1	7/19	Tues	7:00 PM	9:00 PM		Socs105
Ultimate Guide to Escaping Rat Race	Heller, Paul	OptA	N	1	7/20	Wed	6:30 PM	9:30 PM		Socs105
Algebra 1, Part A	Hines, Fred	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Socs210
Algebra 1, Part A	Hines, Fred	\$32/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Artb211
Algebra 1, Part A	Hines, Fred	\$32/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Socs210
Algebra 1, Part B	Hines, Fred	\$32/hr	N	8	8/1	M-Th	8:30 AM	10:00 AM	thru 8/11	Tech257
Algebra 2, Part A	Hines, Fred	\$32/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Tech257
Geometry, Part A	Hines, Fred	\$32/hr	N	8	7/5	T-F,M-Th	6:00 PM	7:30 PM	thru 7/14	Socs210
Geometry, Part A	Hines, Fred	\$32/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Tech257
Geometry, Part B	Hines, Fred	\$32/hr	N	8	7/18	M-Th	6:00 PM	7:30 PM	thru 7/28	Socs210

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Grammar	Hines, Fred	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Socs210
SAT Prep	Hines, Fred	\$32/hr	N	8	7/18	M-Th	4:15 PM	5:45 PM	thru 7/28	Socs210
SAT Prep	Hines, Fred	\$32/hr	N	8	8/1	M-Th	2:30 PM	4:00 PM	thru 8/11	Tech257
Study Skills	Hines, Fred	\$32/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Artb215
Great Grammar	Hines, Yolanda	\$29/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Tech256
Math Basics, Part A	Hines, Yolanda	\$29/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Bus5
Math Basics, Part B	Hines, Yolanda	\$29/hr	N	8	8/1	M-Th	8:30 AM	10:00 AM	thru 8/11	Tech256
Writing an "A" Report	Hines, Yolanda	\$29/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Tech256
Dance Musical...Annie	Holden, Nancy	\$75/stu	N	5	7/18	M-F	9:30 AM	11:00 AM	thru 7/22	StuActEast
Dance Musical...Annie	Holden, Nancy	\$75/stu	N	5	7/18	M-F	11:00 AM	12:30 PM	thru 7/22	StuActEast
Study Skills	Hood, Larissa	\$29/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 AM	thru 7/14	Artb211
Study Skills	Hood, Larissa	\$29/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Mu133
Writing the H.S. Essay	Hood, Larissa	\$29/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Artb211
Writing the H.S. Essay	Hood, Larissa	\$29/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Mu133
Intermed MS Excel 2003	Hughes, Charles	40%/enrollments	Y	1	6/25	Sat	9:00 AM	1:00 PM		Comm204
Intro to MS Excel 2003	Hughes, Charles	40%/enrollments	Y	1	6/18	Sat	9:00 AM	1:00 PM		Comm204
DreamBooks: Publish Bk Free	Johnson, Belma	OptA	N	1	6/18	Sat	9:00 AM	1:00 PM		Socs108
Turn Your Music, Art, Etc into Merchandise	Johnson, Belma	OptA	N	1	6/18	Sat	2:00 AM	5:00 PM		Socs108
Girls in Technology	Kahan, Wendy & Johnson, Glenna	\$35/hr	Y	8	7/5	T-F,M-Th	12:30 PM	4:30 PM	thru 7/14	Tech 204
Algebra 1	Kids' College	70%	N	4	6/6	M-T	3:45 PM	5:15 PM	thur 6/28	off campus
Algebra 1	Kids' College	70%	N	4	6/6	M-T	5:30 PM	7:00 PM	thru 6/28	off campus
Algebra 1	Kids' College	70%	N	4	7/11	M & W	9:00 AM	10:30 AM	thru 8/2	off campus
Algebra 1	Kids' College	70%	N	4	7/11	M & W	10:45 AM	12:15 PM	thru 8/2	off campus
Algebra 1	Kids' College	70%	N	4	7/11	M & W	12:30 PM	2:00 PM	thru 8/2	off campus
Algebra 1	Kids' College	70%	N	4	7/11	M & W	3:45 PM	5:15 PM	thru 8/2	off campus
Algebra 1	Kids' College	70%	N	4	7/11	M & W	5:30 PM	7:00 PM	thru 8/2	off campus

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Algebra 1	Kids' College	70%	N	4	8/8	M & W	9:00 AM	10:30 AM	thru 8/30	off campus
Algebra 1	Kids' College	70%	N	4	8/8	M & W	10:45 AM	12:15 PM	thru 8/30	off campus
Algebra 1	Kids' College	70%	N	4	8/8	M & W	12:30 PM	2:00 PM	thru 8/30	off campus
Algebra 1	Kids' College	70%	N	4	8/8	M & W	3:45 PM	5:15 PM	thru 8/30	off campus
Algebra 1	Kids' College	70%	N	4	8/8	M & W	5:30 PM	7:00 PM	thru 8/30	off campus
Reading & Math	Kids' College	70%	N	4	6/6	M-W	3:45 PM	5:15 PM	thru 6/29	off campus
Reading & Math	Kids' College	70%	N	4	6/6	M-W	5:30 PM	7:00 PM	thru 6/29	off campus
Reading & Math	Kids' College	70%	N	4	7/11	M-TH	9:00 AM	10:30 AM	thru 8/4	off campus
Reading & Math	Kids' College	70%	N	4	7/11	M-TH	10:45 AM	12:15 PM	thru 8/4	off campus
Reading & Math	Kids' College	70%	N	4	7/11	M-TH	12:30 PM	2:00 PM	thru 8/4	off campus
Reading & Math	Kids' College	70%	N	4	7/11	M-W	3:45 PM	5:15 PM	thru 8/3	off campus
Reading & Math	Kids' College	70%	N	4	7/11	M-W	5:30 PM	7:00 PM	thru 8/3	off campus
Reading & Math	Kids' College	70%	N	4	8/8	M-TH	9:00 AM	10:30 AM	thru 9/1	off campus
Reading & Math	Kids' College	70%	N	4	8/8	M-TH	10:45 AM	12:15 PM	thru 9/1	off campus
Reading & Math	Kids' College	70%	N	4	8/8	M-TH	12:30 PM	2:00 PM	thru 9/1	off campus
Reading & Math	Kids' College	70%	N	4	8/8	M-W	3:45 PM	5:15 PM	thru 8/31	off campus
Reading & Math	Kids' College	70%	N	4	8/8	M-W	5:30 PM	7:00 PM	thru 8/31	off campus
Fun with Art	Kneisley, Susan	\$32/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Artb15
Appraisal	Levitan, Les	OptA	N	1	8/23	Tues	7:00 PM	10:00 PM		Socs108
Life Painting Marathon	LifePainting.com	OptA	N	1	6/26	Sun	10:00 AM	5:00 PM		Artb205/209
Life Painting Marathon	LifePainting.com	OptA	N	1	7/31	Sun	10:00 AM	5:00 PM		Artb205/209
Life Painting Marathon	LifePainting.com	OptA	N	1	8/28	Sun	10:00 AM	5:00 PM		Artb205/209
Creative Writing	Lugo, Mary	\$32/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Artb211
Creative Writing	Lugo, Mary	\$32/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Socs112
Creative Writing	Lugo, Mary	\$32/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Bus7
Creative Writing	Lugo, Mary	\$32/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Bus7
Grammar	Lugo, Mary	\$32/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Tech257

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Grammar	Lugo, Mary	\$32/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Socs112
Study Skills	Lugo, Mary	\$32/hr	N	8	8/1	M-Th	2:30 PM	4:00 PM	thru 8/11	Bus7
Writing an "A" Report	Lugo, Mary	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Tech257
Yoga for Health & Relaxation-Int	Market, Simone	OptA	N	10	7/9	Sat	9:00 AM	10:15 AM	thru 9/17; nc 9/3	PE2
Secrets to Voice Over	Meza, Aaron	OptA	N	1	6/25	Sat	10:00 AM	1:00 PM		Socs109
Voice Over Experience	Meza, Aaron	OptA	N	1	8/6	Sat	10:00 AM	2:00 PM		Socs109
Guitar for Kids Beg Pt 1 (Grades 7-10)	Minei, John	OptA	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Decath
Guitar for Kids Beg Pt 1 (Grades 7-10)	Minei, John	OptA	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Decath
Guitar for Kids Beg Pt 2 (Grades 7-10)	Minei, John	OptA	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Decath
Guitar for Kids, Beg Pt 2 (Grades 4-6)	Minei, John	OptA	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Decath
Health Care Data Content	Moore, Jo	\$50/hr	E	2	7/10	Sun	9:00 AM	4:00 PM	thru 7/17	Comm204
Health Care Delivery Systems	Moore, Jo	\$50/hr	E	2	6/19	Sun	9:00 AM	4:00 PM	thru 6/26	Comm204
Medical Terminology	Moore, Jo	\$50/hr	E	6	7/12	T & TH	6:30 PM	9:30 PM	thru 7/28	Socs112
HT Become a Mystery Shopper	Moran, Elaine	OptA	N	1	6/26	Sun	10:00 AM	3:30 PM		Socs112
Belly Dancing	Nakano, Jeanne	40%	N	6	6/25	Sat	10:15 AM	11:15 AM	thru 8/6; nc7/2	PE52
Bollywood Dance	Nakano, Jeanne	40%	N	6	6/25	Sat	11:30 AM	12:30 PM	thru 8/6; nc7/2	PE52
Become a Loan Signing Agent	Notary Public Seminars	OptA	N	1	7/24	Sun	9:00 AM	4:00 PM		EastDinRm
Become a Loan Signing Agent	Notary Public Seminars	OptA	N	1	9/18	Sun	9:00 AM	4:00 PM		EastDinRm
Become a Notary Public	Notary Public Seminars	OptA	N	3	7/12	T, TH, S	5:45 PM	9:30 PM	thru 7/16 Sat-9-11am	EastDinRm
Become a Notary Public	Notary Public Seminars	OptA	N	3	9/6	T, TH, S	5:45 PM	9:30 PM	thru 9/10, Sat-9-11am	EastDinRm
Fun with Fractions	O'Brien, Kimberly		N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Socs210
Illustrate Your Own Comic Book	Perez, Omaha	\$35/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Artb211
Illustrate Your Own Comic Book	Perez, Omaha	\$35/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Artb211

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Illustrate Your Own Comic Book	Perez, Omaha	\$35/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Artb211
First Aid/CPR	Phillipps, Susan	\$29/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Socs111
First Aid/CPR	Phillipps, Susan	\$29/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Socs111
Move to Head of Class	Railsback, Sherrie	OptA	N	2	7/11	M, W	1:00 PM	4:00 PM	7/13	Socs112
Fabulous Locations to Invest	Reddick, Marshall	OptA	N	1	8/7	Sun	9:00 AM	5:30 PM		Bus2
Algebra 1, Part B	Reyes, Pedro	\$29/hr	N	8	8/1	M-Th	2:30 PM	4:00 PM	thru 8/11	Socs111
Geometry, Part A	Reyes, Pedro	\$29/hr	N	8	7/18	M-Th	4:15 PM	5:45 PM	thru 7/28	Mu209
H.S. Exit Exam Prep-Math	Reyes, Pedro	\$29/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Mu209
H.S. Exit Exam Prep-Math	Reyes, Pedro	\$29/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Socs111
Algebra 1, Part A	Richards, Mark	\$32/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 AM	thru 7/14	Tech257
Algebra 1, Part B	Richards, Mark	\$32/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Tech257
Algebra 2, Part A	Richards, Mark	\$32/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Tech257
Algebra 2, Part B	Richards, Mark	\$32/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Tech257
Rock Climbing for Fun & Fitness	Roman, Danielle	50%	N	8	6/22	Wed	6:30 PM	8:00 PM	thru 8/10	BchCity Rocks
Rock Climbing for Kids	Roman, Danielle	50%	N	7	7/5	Tues	2:30 PM	3:30 PM	thru 8/16	BchCity Rocks
Fundamentals of HR (AMA)	Rose, Shelley	\$40/hr +\$5/stu	N	5	7/12	Tues	6:30 PM	9:30 PM	thru 8/9	Socs205
Stock Market Investment Game	Schuchard, Ken	OptA	N	4	7/13	Wed	5:00 PM	6:00 PM	thru 8/3	Socs109
Stock Market Investment Game	Schuchard, Ken	OptA	N	4	7/13	Wed	6:30 PM	8:30 PM	thru 8/3	Socs109
Conv Spanish--Beg 1	Shimko, Celina	OptA	N	6	6/21	T & TH	7:00 PM	9:00 PM	thru 7/7	Socs111
Conv Spanish--Beg 2	Shimko, Celina	OptA	N	6	7/12	T & TH	7:00 PM	9:00 PM	thru 7/28	Socs111
Conv Spanish--Int 1	Shimko, Celina	OptA	N	6	8/2	T & TH	7:00 PM	9:00 PM	thru 8/18	Socs111
Creative Writing	Shortell, Michelle	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Bus7
Creative Writing	Shortell, Michelle	\$32/hr	N	8	7/18	M-Th	2:30 PM	4:00 PM	thru 7/28	Bus7
Math Basics	Shortell, Michelle	\$32/hr	N	8	7/18	M-Th	8:30 AM	10:00 AM	thru 7/28	Bus7
Spelling/Vocab Improvement	Shortell, Michelle	\$32/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 PM	thru 7/14	Bus7
Spelling/Vocab Improvement	Shortell, Michelle	\$32/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Bus7
Study Skills	Shortell, Michelle	\$32/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Bus7

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Writing an "A" Report	Shortell, Michelle	\$32/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Bus7
Tai Chi	Shozuya, Nadine	50%	N	6	7/10	Sun	8:55 AM	9:55 AM	thru 8/14	off campus
Pine Needle Basketry	Spier, Nadine	\$200/day	N	1	7/24	Sun	10:00 AM	3:00 PM		Socs105
Quick & Easy Fabric Baskets	Spier, Nadine	\$200/day	N	1	8/14	Sun	10:00 AM	3:00 PM		Socs105
C-BEST Prep & Review	Steiman, Henry	OptA	N	3	7/16	Sat	9:00 AM	4:00 PM	thru 7/30	Socs105
C-BEST Prep & Review--Math	Steiman, Henry	OptA	N	1	7/30	Sat	9:00 AM	4:00 PM		Socs105
Art Around the World	Tanney, Rachel	\$29/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Artb15
Art Around the World	Tanney, Rachel	\$29/hr	N	8	8/1	M-Th	12:45 PM	2:15 PM	thru 8/11	Artb15
Bookbinding	Tanney, Rachel	\$29/hr	N	8	7/5	T-F,M-Th	4:15 PM	5:45 PM	thru 7/14	Artb15
Bookbinding	Tanney, Rachel	\$29/hr	N	8	8/1	M-Th	10:15 AM	11:45 AM	thru 8/11	Artb211
Learning Adventure: Level 1	The Learning Adventure	85%	N	8	6/25	Sat			thru 8/20	Socs205-9
Learning Adventure: Level 1	The Learning Adventure	85%	N	8	6/30	Thur			thru 8/18	C102,302-7
Learning Adventure: Level 2	The Learning Adventure	85%	N	8	6/25	Sat			thru 8/20	Socs205-9
Learning Adventure: Level 2	The Learning Adventure	85%	N	8	6/30	Thur			thru 8/18	C102,302-7
Learning Adventure: Level 3	The Learning Adventure	85%	N	8	6/25	Sat			thru 8/20	Socs205-9
Learning Adventure: Level 3	The Learning Adventure	85%	N	8	6/30	Thur			thru 8/18	C102,302-7
Learning Adventure: Level 4	The Learning Adventure	85%	N	8	6/25	Sat			thru 8/20	Socs205-9
Learning Adventure: Level 4	The Learning Adventure	85%	N	8	6/30	Thur			thru 8/18	C102,302-7
Learning Adventure: Level 5	The Learning Adventure	85%	N	8	6/25	Sat			thru 8/20	Socs205-9
Learning Adventure: Level 5	The Learning Adventure	85%	N	8	6/30	Thur			thru 8/18	C102,302-7
Learning Adventure: Level 6	The Learning Adventure	85%	N	8	6/25	Sat			thru 8/20	Socs205-9
Learning Adventure: Level 6	The Learning Adventure	85%	N	8	6/30	Thur			thru 8/18	C102,302-7
The New Art of Dating	Thomas, Debora	OptA	N	1	7/13	Wed	6:30 PM	9:30 PM		Socs105
Geometry, Part A	Wenkel, Wendy	\$32/hr	N	8	7/5	T-F,M-Th	12:45 PM	2:15 PM	thru 7/14	Tech256
Geometry, Part B	Wenkel, Wendy	\$32/hr	N	8	7/18	M-Th	12:45 PM	2:15 PM	thru 7/28	Tech256
Math Basics, Part A	Wenkel, Wendy	\$32/hr	N	8	7/5	T-F,M-Th	8:30 AM	10:00 AM	thru 7/14	Tech256
Math Basics, Part B	Wenkel, Wendy	\$32/hr	N	8	7/18	M-Th	8:30 PM	10:00 PM	thru 7/28	Tech256

Title	Instructor	Rate of Pay	E/N	# Mtgs	First	Day	Start	End	Add'l Dates	Room
Pre-Algebra, Part A	Wenkel, Wendy	\$32/hr	N	8	7/5	T-F,M-Th	10:15 AM	11:45 AM	thru 7/14	Tech256
Pre-Algebra, Part A	Wenkel, Wendy	\$32/hr	N	8	7/5	T-F,M-Th	2:30 PM	4:00 PM	thru 7/14	Tech256
Pre-Algebra, Part B	Wenkel, Wendy	\$32/hr	N	8	7/18	M-Th	10:15 AM	11:45 AM	thru 7/28	Tech256
Become A Certified Tax Preparer	WHA Companies	50%	N	6	6/18	Sat	1:00 PM	5:00 PM	thru 7/30; nc 7/2	Artb305
Become A Certified Tax Preparer	WHA Companies	50%	N	8	6/21	T & TH	6:00 PM	9:00 PM	thru 7/14	Artb305
Self-Defense for Men & Women	Yabe, James	OptA	N	6	6/25	Sat	2:00 PM	3:00 PM	thru 8/6; nc 7/2	PE2

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

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A. AB 2910 - QUARTERLY FISCAL STATUS REPORT

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2005.

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

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

The report for March 31, 2005, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2004-05
Quarter Ended (Q3) March 31,
2005**

<u>General Fund</u>	<u>2004-05 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 2,469,968	\$ 1,151,053	46.60%
State	56,353,743	54,540,373	96.78%
Local	42,280,713	24,601,645	58.19%
Interfund Transfers	<u>578,378</u>	<u>178,970</u>	30.94%
Total Income	\$ 101,682,802	\$ 80,472,041	
APPROPRIATIONS			
Academic Salaries	\$ 40,896,574	\$ 27,848,716	68.10%
Classified Salaries	26,815,592	17,444,702	65.05%
Staff Benefits	18,678,683	10,800,429	57.82%
Supplies/Books	2,991,328	1,520,191	50.82%
Other Operating Expenses	10,309,212	7,097,136	68.84%
Capital Outlay	1,438,400	816,825	56.79%
Other Outgo	<u>3,126,815</u>	<u>2,252,079</u>	72.02%
Total Appropriations	\$ 104,256,604	\$ 67,780,078	

B. TENTATIVE BUDGET 2005–2006

It is recommended that the Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, General Obligation Bond, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Bookstore, and Special Reserve Fund-Retiree Health Premiums Funds for the 2005–06 fiscal year be submitted to the Board for adoption at the June 20, 2005, meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

C. APPROVAL TO DEPOSIT FUNDS WITH SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICTS' SELF-FUNDED INSURANCE AGENCY FOR WORKERS' COMPENSATION PROTECTION

It is recommended that the Board approve payments not to exceed \$1,200,000 to Southern California Community College Districts' Self-Funded Insurance Agency for Workers' Compensation Protection for the payment of workers' compensation claims during the 2005-2006 budget year. A payment of \$500,000 is to be made July 1, 2005; the balance is to be made by October 1, 2005. This total amount is provided in the Workers' Compensation Fund for the 2005-2006 budget year.

D. CHANCELLOR'S OFFICE TAX OFFSET PROGRAM

It is recommended that the Board approve the participation of the District in the Chancellor's Office Tax Offset Program (COTOP). In this program, the unpaid fees of resident students and students paying out-of-state fees are submitted for collection under the contract with the COTOP.

E. TRANSFER OF FUNDS TO GENERAL FUND-RESTRICTED (12)

It is recommended that up to \$140,200 of monies in the 2004-05 General Fund-Unrestricted (11) be transferred to the General Fund-Restricted (12) to meet the 2004-05 requirements to match the State funds, \$1/District to \$3/State, received for library materials/instructional equipment/technology.

F. INTERNATIONAL STUDENT HEALTH INSURANCE

It is recommended that the Board approve an increase in the premium for international student health insurance. The International Student Program (ISP) requires all of its students to purchase health insurance from a carrier contracted by the District. There is no cost to the District. Scholastic Insurance Services, Inc. will continue as the contracted carrier for the District. The 2004-05 premium is \$264 for the Fall semester and \$264 for the Spring semester. Coverage extends through winter and summer. The 2005-06 premium will be \$288 per semester – a \$22 increase. The office visit fee will increase from \$20 to \$25 per visit. The rates are effective August 1, 2005.

G. INFORMATION ITEM

The District will enter into an agreement with Total Compensation Systems, Inc., to provide retiree health valuation services in preparation for the requirements of the Governmental Accounting Standards Board (GASB), Statement No. 43 & Statement No. 45. The valuation and actuarial study will provide information to assess the fiscal impact of the requirements and also provide information necessary to satisfy accreditation reviews and to charge retiree health costs to categorical programs under California Community Colleges Accounting Advisory 96-2. The agreement for the period April 12, 2005, through June 30, 2005, is a guaranteed fee of \$6,000 for the initial study and an additional \$4,000 for extra services that may be requested by the District, not to exceed \$10,000.

H. BID 2004-12/FINANCIAL AID PLANNER

It is recommended that the Board approve award to Syndistar Inc. for services necessary to produce the 2005-06 Financial Aid Planners for the Financial Aid Department in accordance with the specifications, terms, and conditions of bid 2004-12/Financial Aid Planner. The period of service will be for one (1) year and may be extended for four (4) additional one-year periods if mutually agreed upon by the seller and the District. The total bid amount is \$50,750.56

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Syndistar Inc. [2]	\$50,750.00 (includes tax, delivery, materials)

Other Bidders: Premier Agendas, Inc., \$67,115.00 [5]

“No Bid” Responses: 3

Non-respondents: 1

I. BID 2004-9/PRINTING OF CLASS SCHEDULES

It is recommended that the Board approve award to San Dieguito Printers for printing services necessary to produce the 2005-06 Class Schedules for the Public Relations Office in accordance with the specifications, terms, and conditions of bid 2004-9/Printing of Class Schedules. The period of service will be for one (1) year and may be extended for four (4) additional one year periods if mutually agreed upon by the seller and the District. The total bid amount is \$44,164.56

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	San Dieguito Printers [2]	\$44,164.56 (includes tax, delivery, materials)

Other Bidders: American Foothill, \$45,710.72 [2]; Trend Offset Printing, \$47,658.40 [5]; Rogers & McDonald, \$52,855.92 [2]; B&Z Printing, \$54,529.86 [3]; A-1 Printing & Graphics, \$58,195.20 [1]; American Lithographers, \$67,894.40 [5]

“No Bid” Responses: 1

Non-respondents: 12

 Affirmative Action Status Codes: [1] Minority owned/Disadvantaged Business; [2] Women-owned business; [3] Small business enterprise [4]; Other [5]; None of the above; [8] Disabled Veteran enterprise

J. RESOLUTION

It is recommended that the Board of Trustees authorize the college to enter into an agreement with the State of California Employment Training Panel for the purpose of providing training services and to authorize the designated personnel to sign contract documents for Fiscal Years 2005/06 and 2006/07. The District and the CACT are applying for their fifth contract with the State of California Employment Training Panel (ETP). The application is for State ETP reimbursement monies for training approximately 1,200 incumbent employees of manufacturing companies. The estimated contract amount is approximately \$700,000 with anticipated expenses of \$364,000 and net revenue to the District of \$336,000. The exact amount of the contract will not be known until the panel awards the contract on May 27, 2005.

K. PURCHASE ORDERS

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

Run Date
 5/2/2005

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

Meeting Date: 5-16-2005

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
P0072755	Pc Mall	VATEA Medial / TV	New Equipment - Instructi	\$54.50
P0072841	Delphin Computer Supply	Public Information	New Equipment – Noninstruc.	\$481.71
P0072842	Dell Marketing L. P.	TANF	New Equipment – Noninstruc.	\$1,738.71
P0072843	Boise Cascade	CalWORKs	Non-Instructional Supplies	\$66.03
P0072844	Staples	I&T	New Equipment - Instructi	\$728.43
P0072845	Ward's Natural Science Establish	Life Sciences	Instructional Supplies	\$2,005.01
P0072846	Carolina Biological	Life Sciences	Instructional Supplies	\$1,099.14
P0072847	Custom Special Tees	EOPS	Student Survival Kits	\$28,215.35

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P0072849	Branders.Com	EOPS	Student Survival Kits	\$8,202.64
P0072850	Monica L. Smith	V.P. Academic Affairs	Contract Services	\$75.00
P0072852	Marcom Connections	Title V Activity II	Non-Instructional Supplies	\$191.26
P0072854	Mass Press	Title V Activity II	Non-Instructional Supplies	\$34.64
P0072855	Scantron Corporation	Division Office BSSC	Non-Instructional Supplies	\$682.04
P0072856	Boise Cascade	Behavioral & Soc Sci	New Equipment - Instructi	\$4,222.83
P0072857	Edwin F. Kalmus and Co. Inc.	Music	Instructional Supplies	\$297.04
P0072858	Edits Publishers	VP-SCA	Non-Instructional Supplies	\$62.01
P0072859	Marshall Music	Music	Instructional Supplies	\$226.50
P0072860	Otto Frei	Division Office Fine	New Equipment - Instructi	\$416.05
P0072864	Chronicle of Higher Education	Ca Virtual Uni. 2nd	Publications/ Periodicals	\$40.50
P0072865	Edits Publishers	VP-SCA	Non-Instructional Supplies	\$560.59
P0072866	Major League Music	Student Affairs	Other Rentals	\$800.00
P0072867	Boise Cascade	Community Advancement	New Equipmen-Instr. \$5k I	\$1,446.23
P0072868	Bizchair.Com	Behavioral & Soc Sci	New Equipment - Instructi	\$306.34
P0072869	Henry Shein Inc.	Physical Education	Instructional Supplies	\$131.48
P0072870	CDW Computer Centers, Inc.	VP-SCA	New Computer Equipment-No	\$6,000.71
P0072871	Protelecom, Llc	Community Advancement	New Equipmen-Instr. \$5k I	\$4,004.17
P0072872	Hitt Marking Devices	Job Development Ince	Non-Instructional Supplies	\$113.13
P0072874	Sigmanet	00-01 P4E CISCO ACAD	Instructional Supplies	\$544.50
P0072877	Constructive Playthings	CDC Instr Materials	Instructional Supplies	\$186.37
P0072879	Computer Products for Education	Family Consumer Stud	Publications Periodicals	\$701.25
P0072881	Louis & Company	Architectural Techno	Instructional Supplies	\$164.44
P0072882	Forest Plywood	Architectural Techno	Instructional Supplies	\$240.31
P0072883	Boise Cascade	Architectural Techno	Instructional Supplies	\$273.63
P0072884	Brodhead-Garrett Company	Division Office Fine	New Equipment - Instructi	\$2,054.00
P0072885	Fitness Audio Visual	Division Office Fine	New Equipment - Instructi	\$753.94
P0072886	Otto Frei	Division Office Fine	New Equipment - Instructi	\$460.77
P0072888	Woodworker's Journal	Construction Technol	Publications Periodicals	\$24.95
P0072889	Mcm Electronics Parts	VP-SCA	Non-Instructional Supplies	\$966.63
P0072890	Gaumard Scientific Company, Inc	Job Development Ince	New Equipment - Instructi	\$1,440.75
P0072891	Hertz	Ctr for Arts Promo	Multi Media Advertising	\$8,096.05
P0072892	The Apple Store	Ctr for Arts Promo	Multi Media Advertising	\$74.69
P0072893	Spectrum Aquatics	V.P. Academic Affairs	Repairs - Instructional	\$101.61
P0072894	Creation Engine, Inc.	VATEA Business Educa	Software	\$7,154.50
P0072895	Stage Accents	Fine Arts	Non-Instructional Supplies	\$313.52
P0072896	El Camino College ASB	Staff Diversity	Contract Services	\$1,000.00
P0072897	Roxanne Abilogu	Fine Arts Dntn-Dance	Contract Services	\$150.00
P0072898	S & B Food Services Catering Serv	Student Affairs	ASB Exp.	\$493.00
P0072899	S & B Food Services Catering Serv	Student Affairs	ASB Exp.	\$600.00
P0072900	Quantum Signs & Graphics	Counseling Office	Non-Instructional Supplies	\$150.00
P0072901	Cone Instruments	HSA	New Equipment - Instructi	\$1,184.88
P0072902	American 3B Scientific	HSA	New Equipment - Instructi	\$350.62
P0072903	Moore Medical Corp	HSA	New Equipment - Instructi	\$620.11

P0072904	Techno Aide	HSA	New Equipment - Instructi	\$880.99
P0072906	Dumbell Man Fitness Equipment	HSA	New Equipment - Instructi	\$3,264.04
P0072907	Nustep, Inc.	HSA	New Equipment - Instructi	\$3,654.59
P0072908	Muscle Dynamics	HSA	New Equipment - Instructi	\$7,137.95
P0072909	Armstrong Medical Industries	HSA	New Equipment - Instructi	\$1,554.41
P0072910	Armstrong Medical Industries	HSA	New Equipment - Instructi	\$1,110.85
P0072911	R.C. Medical	HSA	New Equipment - Instructi	\$889.90
P0072913	Dell Marketing L. P.	Math	New Equipment - Instructi	\$10,973.97
P0072914	Dell Marketing L. P.	Ctr for Arts Promo	New Computer Equipment-No	\$7,130.68
P0072917	Delphin Computer Supply	Humanities	Instr.CompEquip less than	\$6,274.17
P0072919	Enterprise Rentals	Transfer Center	Transportation	\$130.00
P0072920	Coast Community College Dist	Counseling Office	Conferences Mgmt	\$360.00
P0072921	CCS Presentation Systems, Inc.	Humanities	New Equipmen-Instr. \$5k I	\$10,015.81
P0072922	Design Works	Student Affairs	A/P Manually Generated	\$416.05
P0072923	California Community College Leag	Board Of Trustees	Conferences Mgmt	\$345.00
P0072924	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$178.27
P0072925	Greentree Systems	Human Resources	Other Services And Expense	\$2,711.66
P0072926	Pacific Coachways	Fine Arts	Non-Instructional Supplies	\$573.23
P0072927	New York Food	Community Advancement	Conferences Mgmt	\$228.68
P0072928	New York Food	Community Advancement	Conferences Mgmt	\$166.98
P0072929	New York Food	Community Advancement	Conferences Mgmt	\$244.10
P0072930	Torrance Hilton At South Bay	Fine Arts	Non-Instructional Supplies	\$396.27
P0072931	American Express Travel	Recruitment	Conferences Mgmt	\$145.10
P0072932	Marcia M. Wade	Recruitment	Conferences Mgmt	\$19.50
P0072934	Mel Pierce Camera	Facilities/Planning	Non-Instructional Supplies	\$97.94
P0072935	Thompson Trophy	Staff Development	Non-Instructional Supplies	\$35.18
P0072937	Ionics	Facilities/Planning	Repairs Noninstructional	\$1,500.00
P0072938	American Express Travel	Specialty Beverage	Transportation/ Mileage	\$308.67
P0072939	Johnstone Supply	Art Department	Instructional Supplies	\$206.43
P0072942	Network Solutions, Inc.	Community Advancement	Multi Media Advertising	\$259.95
P0072943	American Express Travel	Board Of Trustees	Conferences Mgmt	\$184.40
P0072945	American Express Travel	VP-SCA	Conferences Mgmt	\$1,256.79
P0072946	Mayah A. McCoy	Fine Arts	Non-Instructional Supplies	\$200.00
P0072947	Padua Glass Enterprises, Inc.	Glass Replacement Ca	Repairs Noninstructional	\$5,766.15
P0072948	S & B Food Services Catering Serv	VP-SCA	In-Service Training	\$280.16
P0072949	Liebert Cassidy Whitmore	Administrative Servi	In-Service Training	\$4,050.00
P0072950	Boise Cascade	CalWORKs	Non-Instructional Supplies	\$297.90
P0072951	Office Max A Boise Company	CalWORKs	Non-Instructional Supplies	\$416.00
P0072952	Dell Marketing L. P.	CalWORKs	Non-Instructional Supplies	\$24.62
P0072953	Displays2go	CalWORKs	Non-Instructional Supplies	\$162.48
P0072955	Resource Directory	CalWORKs	Non-Instructional Supplies	\$251.91
P0072956	Regular Products	CalWORKs	Non-Instructional Supplies	\$7,859.00
P0072958	Franklin Covey	CalWORKs	Non-Instructional Supplies	\$184.91
P0072959	Torrance Electronics	VTEA Title II Tech P	Non-Instructional Supplies	\$2,059.95

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P0072960	Parallax, Inc	VTEA Title II Tech P	Non-Instructional Supplies	\$330.75
P0072961	Cdw-G	Administration	New Computer Equipment-No	\$5,259.87
P0072962	New York Food	Community Advancement	Conferences Mgmt	\$334.49
P0072963	Pdi	Administration	New Computer Equipment-No	\$6,170.25
P0072964	Pdi	Administration	Software	\$17,989.75
P0072965	Mass Press	Division Ofc Student	Non-Instructional Supplies	\$34.64
P0072966	PC Mall Gov Inc.	Administration	New Computer Equipment-No	\$5,123.95
P0072969	EWDP Support Services	SBDC COCCC	Conferences Mgmt	\$1,180.00
P0072970	Tracs	Division Office Fine	Dues And Memberships	\$115.00
P0072971	West Coast Sound Service Inc.	Commencement Expense	Other Rentals	\$2,130.00
P0072972	Cal S.A.C.C.	Student Affairs	ASB Exp.	\$4,540.00
P0072973	Cal S.A.C.C.	Student Affairs	Conferences Mgmt	\$220.00
P0072974	Enterprise Rentals	Student Affairs	ASB Exp.	\$389.64
P0072975	Marriott Hotel	Student Affairs	ASB Exp.	\$1,623.36
P0072976	Marriott Hotel	Student Affairs	Conferences Mgmt	\$202.92
P0072977	Enrique Retana	Fine Arts	Non-Instructional Supplies	\$400.00
P0072978	Kater-Crafts Bookbinders	Division Office Inst	Publications Periodicals	\$1,700.00
P0072979	Xpedx	Human Resources	Other Services And Expense	\$569.61
P0072980	Child Welfare League of America	Foster Care Ed 03-04	Other Services	\$600.00
P0072981	B & H Photo-Video	Job Development Ince	New Equipment - Noninstru	\$388.29
P0072982	Concept Media	Nursing	Instructional Supplies	\$1,919.51
P0072984	Proquest Information & Learning	Division Office Inst	Publications Periodicals	\$5,427.16
P0072985	Delphin Computer Supply	VTEA Learning Resour	Non-Instructional Supplies	\$215.42
P0072986	Wire One Technologies, Inc.	Division Office Inst	Maintenance Contracts	\$3,000.00
P0072987	Geac Library Solutions	Division Office Inst	Maintenance Contracts	\$2,400.00
P0072988	Oclc, Inc	TTIP Library Automat	Other Services And Expense	\$5,000.00
P0072989	H.W. Wilson	TTIP Library Automat	Other Services And Expense	\$16,093.61
P0072990	Community College League of Calif	TTIP Library Automat	Other Services And Expense	\$23,794.00
P0072991	Qualitone Industries, Inc.	Audio/Visual	Instructional Supplies	\$570.58
P0072992	Elsevier/Focal Press	Audio/Visual	Instructional Supplies	\$139.69
P0072993	Pc Mall	Learning Center	Instructional Supplies	\$849.52
P0072994	CCS Presentation Systems, Inc.	Audio/Visual	Instructional Supplies	\$793.16
P0072995	Primary Research Group, Inc.	Instructional Service	Library Books	\$83.23
P0072996	Delphin Computer Supply	Division Office Inst	Instructional Supplies	\$102.32
P0072997	World Book School & Library	Instructional Service	Library Books	\$951.52
P0072998	Ismart Connect, Inc.	Information Technolo	Maintenance Contracts	\$995.00
P0072999	Kapco Library Products	Division Office Inst	Instructional Supplies	\$114.51
P0073000	Quality Business Machines	Division Office Inst	Repairs Noninstructional	\$93.71
P0073001	Dell Marketing L. P.	WPLRC State Leadersh	New Equipment - Instructi	\$1,859.95
P0073002	101 La Brea Plaza Lic	00-01 P4E INGLEWOOD	Building Rental	\$916.60
P0073003	Row-Loff	Ctr for Arts Instr/A	Other Rentals	\$71.96
P0073004	Paradise Awards	Health Sciences	Fundraising	\$190.52
P0073005	Pacific Coachways	EOPS	Transportation	\$576.81
P0073006	Office Max A Boise Company	Purchasing and Busin	Non-Instructional Supplies	\$7,448.35

P0073007	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$200.00
P0073008	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$200.00
P0073009	Kristal L. Walker	Fine Arts	Non-Instructional Supplies	\$250.00
P0073010	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$107.88
P0073011	Torrance Postmaster	Fine Arts	Non-Instructional Supplies	\$479.41
P0073012	Mid City Mailing Services	Fine Arts	Non-Instructional Supplies	\$405.00
P0073014	Lucks Music Library	Ctr for Arts Instr/A	Other Rentals	\$425.94
P0073025	Advanced Party Supply	Administration	Workshop Sponsorship	\$222.00
P0073026	Crystal Beverage Company	Administration	Non-Instructional Supplies	\$757.70
P0073032	Plato Learning	VTEA Learning Resour	Computer Software Account	\$19,555.36
P0073034	CCS Presentation Systems, Inc.	Nursing	Instructional Supplies	\$1,973.24
P0073036	Plimus, Inc.	HSA	New Equipment - Instructi	\$146.09
P0073038	Creative Labs Attn: Customer Serv	HSA	New Equipment - Instructi	\$299.99
P0073039	Inspiration Software, Inc	HSA	New Equipment - Instructi	\$976.84
P0073040	American Printing House	HSA	New Equipment - Instructi	\$84.44
P0073041	Puritan Bennett	HSA	New Equipment - Instructi	\$128.36
P0073042	Design Science, Inc.	HSA	New Equipment - Instructi	\$117.17
P0073043	Pulse Data Human Ware	HSA	New Equipment - Instructi	\$1,722.47
P0073044	Maxi Aids	HSA	New Equipment - Instructi	\$76.31
P0073045	El Torito Grill	Humanities	Non-Instructional Supplies	\$350.00
P0073046	Epson America Attn: Government	Art Department	Instructional Supplies	\$1,888.10
P0073047	Logisoft	Ctr for Arts Promo	Multi Media Advertising	\$860.25
P0073048	Creation Engine, Inc.	Ctr for Arts Promo	Multi Media Advertising	\$440.84
P0073049	Professional Drum Shop	Fine Arts	New Equipment - Instructi	\$3,805.50
P0073050	Sam Ash	Fine Arts	New Equipment - Instructi	\$7,564.32
P0073051	Klopfenstein Art Equipment	Fine Arts	New Equipment - Instructi	\$14,438.55
P0073052	Brittany L. Armalin	Fine Arts	Non-Instructional Supplies	\$200.00
P0073053	Keith Brion	Ctr for Arts Instr/A	Other Rentals	\$80.00
P0073054	Best Buys	HSA	New Equipment - Instructi	\$1,715.97
P0073056	Montrose Secam	DSPS	New Equipment - Instructi	\$321.00
P0073057	Anza Rents	Adminstration	Workshop Sponsorship	\$1,049.86
P0073058	Recital Publications	Music Library	Library Books	\$1,836.61
P0073059	Frontiers News Magazine	Ctr for Arts Promo	Multi Media Advertising	\$404.00
P0073060	MKH Electronics	V.P. Academic Affairs	Repairs - Instructional	\$350.00
P0073061	Pacific Coachways	VTEA Title II Tech	Transportation	\$284.42
P0073062	Lori B. Medigovich	Humanities	Non-Instructional Supplies	\$622.05
P0073063	Delphin Computer Supply	Division Office Busi	Non-Instructional Supplies	\$1,043.53
P0073064	Lakeshore Learning Materials	Child Development Tr	Instructional Supplies	\$807.50
P0073065	Shade Structures Inc.	CDC Playground Compl	New Equipment – Noninstruc.	\$5,559.89
P0073066	Sitler's Suppliers, Inc.	Civic Center Fine Ar	Non-Instructional Supplies	\$1,072.22
P0073067	Jamestown Press	Division Office Huma	Non-Instructional Supplies	\$5,600.00
P0073068	Communication Briefings	Public Information	Publications Periodicals	\$109.00
P0073069	EWDP Support Services	Community Advancement	Conferences Mgmt	\$380.00
P0073070	American Express Travel	Public Information	Conferences Mgmt	\$184.40

P0073071	American Express Travel	Public Information	Conferences Mgmt	\$150.41
P0073072	American Express Travel	Public Information	Conferences Mgmt	\$146.39
P0073073	Konica Minolta Business Systems	Information Technolo	Non-Instructional Supplies	\$1,109.29
P0073074	National Promotions & Advertising	Public Information	Printing	\$1,620.00
P0073075	Boise Cascade	Business	New Equipment - Instructi	\$965.82
P0073078	Boise Cascade	Humanities	New Equipmen-Instr. \$5k l	\$1,289.23
P0073079	Boulevard Florist	Student Affairs	Non-Instructional Supplies	\$291.53
P0073080	Cognos Corporation	Information Technolo	Maintenance Contracts	\$11,427.38
P0073081	Susan Marron	DSPS	Instructional Supplies	\$70.34
P0073082	Casfaa	Financial Aid	Travel And Conference Exp	\$140.00
P0073083	Cccsfaaa Spring Fling	Financial Aid	Travel And Conference Exp	\$630.00
P0073084	Xerox Corporation	Copy Center	Instructional Supplies	\$6,286.09
P0073085	Inx International Ink Co.	Copy Center	Non-Instructional Supplies	\$86.60
P0073086	Samuel French, Inc.	Fine Arts	Non-Instructional Supplies	\$190.00
P0073087	Joyce Cantrell	Fine Arts	Non-Instructional Supplies	\$300.00
P0073088	Kimberly Wilkinson	Fine Arts	Non-Instructional Supplies	\$1,000.00
P0073089	Christian Andrade	Fine Arts	Non-Instructional Supplies	\$200.00
P0073090	William J. Georges	Fine Arts	Non-Instructional Supplies	\$600.00
P0073091	Worksoft, Inc.	Resource Developm./G	Maintenance Contracts	\$4,125.00
P0073092	Starleen V. Buren	SBDC COCCC	Conferences Mgmt	\$30.00
P0073093	Postmaster	Contract Education	Postage	\$150.00
P0073094	Chronicle of Higher Education	Financial Aid	Dues And Memberships	\$140.00
P0073095	Foundation for CA Community Colle	CalWORKs	Conferences Other	\$350.00
P0073096	National Student Clearinghouse	Resource Developm./G	Dues And Memberships	\$1,279.00
P0073097	Enterprise Rentals	Transfer Center	Transportation	\$64.99
P0073098	Enterprise Rentals	Transfer Center	Transportation	\$65.00
P0073099	Enterprise Rentals	Transfer Center	Transportation	\$130.00
P0073100	Enterprise Rentals	Transfer Center	Transportation	\$65.00
P0073101	Dawn C. Huntoon	Fine Arts	Non-Instructional Supplies	\$800.00
P0073102	Jan Powell	Fine Arts	Non-Instructional Supplies	\$1,000.00
P0073103	H.W. Wilson	Instructional Service	Library Books	\$3,614.33
P0073104	Taiko Project	Staff Diversity	Contract Services	\$500.00
P0073105	S & B Food Services Catering Serv	Community Advancement	Conferences Mgmt	\$69.17
P0073106	Matson Printing	Inglewood One Stop	Printing	\$1,389.95
P0073107	C.S.U.L.B.	Inglewood One Stop	Conferences Mgmt	\$1,000.00
P0073108	Value Line Publishing, Inc.	Instructional Service	Library Books	\$798.00
P0073109	American Express Travel	Community Advancement	Transportation/ Mileage	\$1,317.51
P0073110	Discount Two-Way Radio	Ctr for Arts Ticket	New Equipment - Noninstru	\$7,900.46
P0073111	American Express Travel	Public Information	Conferences Mgmt	\$280.40
P0073112	Awards Plus	Public Information	Non-Instructional Supplies	\$86.60
P0073113	S & B Food Services Catering	Administration	Training	\$427.06
P0073114	Screen Works	EOP&S Maint of Effor	Non-Instructional Supplies	\$307.85
P0073115	S & B Food Services Catering	EOP&S Maint of Effor	Non-Instructional Supplies	\$2,275.00
P0073116	Montgomery Hardware Company	Door & Window Syst Rpl	Site Improvements	\$4,406.37

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P0073117	Anderson & Anderson	EOP&S Maint of Effor	Non-Instructional Supplies	\$1,433.22
P0073118	Channing L. Bete Co.	EOP&S Maint of Effor	Non-Instructional Supplies	\$901.66
P0073119	CDW Computer Centers, Inc.	VATEA Medial / TV	New Equipment - Instructi	\$396.60
P0073120	Advanced Masonry & Concrete	Facilities/Planning	Repairs Noninstructional	\$2,785.00
P0073121	Joyce Cantrell	Fine Arts	Non-Instructional Supplies	\$138.72
P0073122	Dawn C. Huntoon	Fine Arts	Non-Instructional Supplies	\$22.46
P0073123	Joseph W. Holliday	Earth Sciences	Gasoline	\$315.60
P0073124	Arthur F. Retana	MESA Leadership Deve	Conferences Mgmt	\$229.81
P0073125	Keith Poole	Fine Arts	Non-Instructional Supplies	\$150.00
P0073126	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$491.61
P0073127	Magic's Auto Body & Paint	Parking-Student Perm	Repairs Non Instr	\$363.04
P0073128	S & B Food Services Catering Serv	Staff Development	Fundraising	\$215.07
P0073129	Konica Minolta Business Systems	Information Technolo	Non-Instructional Supplies	\$105.96
P0073131	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$491.25
P0073132	City of Hawthorne	Ed & Community Devel	Other Services And Expense	\$95.00
P0073133	DataArc, LLC	Resp Therapy	Dues And Memberships	\$400.00
P0073134	Kimberly Wilkinson	Fine Arts	Non-Instructional Supplies	\$267.54
P0073135	Ardena L. Brooks	Fine Arts	Non-Instructional Supplies	\$200.00
P0073138	California Community College Leag	Presidents Office	Dues And Memberships	\$1,500.00
P0073139	California Pro Sports	Health Sciences	Fundraising	\$363.72
P0073140	Scantron Corporation	Information Technolo	Maintenance Contracts	\$1,062.00
P0073141	Premier Security, Inc.	Parking-Student Perm	New Equipment - Noninstru	\$3,856.28
P0073142	Heatshrink.Com	Ctr for Arts Product	Non-Instructional Supplies	\$141.10
P0073143	South Coast Air Quality Management	Rideshare	Filing Fee	\$784.55
P0073144	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$395.00
P0073145	Office Max A Boise Company	VP-SCA	Non-Instructional Supplies	\$733.46
P0073146	Lisa See	Staff Diversity	Contract Services	\$150.00
P0073147	Parker Directory, the	Instructional Service	Library Books	\$55.77
P0073148	Information Today, Inc.	Instructional Service	Library Books	\$533.00
P0073150	Patricia K. Yanaga	Counseling Office	Non-Instructional Supplies	\$56.97
P0073151	Linda Gonzales	Life Sciences	Contract Services	\$50.00
P0073152	Pump Man	Facilities/Planning/	Repairs Noninstructional	\$3,404.00
P0073153	Source 4	Fiscal Services	New Equipment - Noninstru	\$636.39
P0073154	Torrance Hilton At South Bay	EOPS	Non-Instructional Supplies	\$1,500.00
P0073155	Torrance Chamber of Commerce	SBDC Federal 1/1/00	Printing	\$185.00
P0073156	San Pedro Peninsula	SBDC Federal 1/1/00	Printing	\$260.00
P0073157	Westchester Chamber of Commerce	SBDC Federal 1/1/00	Printing	\$100.00
P0073158	Design Works	Student Affairs	A/P Manually Generated	\$178.50
P0073159	Westmed Ambulance Inc.	Health, Safety	Hospital & Medical Payment	\$50.00
P0073160	Campus Concerts	Fine Arts	Non-Instructional Supplies	\$4,000.00
P0073161	Us Armor Corp	Parking-Student Perm	New Equipment - Noninstru	\$517.54
P0073162	Matson Printing	Title V ECC/SMC Acti	Non-Instructional Supplies	\$1,513.34
P0073163	Erik Kramer	Recruitment	Conferences Mgmt	\$371.30
P0073164	El Camino College ASB	Staff Diversity	Contract Services	\$750.00

P0073165	Mass Press	Title V ECC/SMC Acti	Non-Instructional Supplies	\$34.64
P0073166	Richard Ferguson	Speech Communication	Contract Services	\$150.00
P0073167	A-1 Office Plus	Health, Safety	New Equipment - Noninstru	\$166.71
P0073169	Pacific Coachways	Americans W/Disabili	Contract Services	\$744.90
P0073170	Christopher P. Tannahill	Speech Communication	Contract Services	\$150.00
P0073171	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$32.05
P0073173	M & N Trophies	Resp Therapy	Non-Instructional Supplies	\$253.85
P0073174	Pacific Coachways	Fine Arts	Non-Instructional Supplies	\$570.00
P0073175	AHEAD Membership Renewal	DSPS	Conferences Mgmt	\$470.00
P0073176	A.L.L. Roofing Materials	Construction Technol	Instructional Supplies	\$714.51
P0073177	Dynalectric	Electrical / Mechani	Buildings	\$10,924.00
P0073180	Perry Hacking	ATE-Articulation Par	Instructional Supplies	\$26.22
P0073183	Monica White	Ca Virtual Uni. 2nd	Contract Services	\$250.00
P0073184	Donna Eyestone	Ca Virtual Uni. 2nd	Contract Services	\$250.00

Total : 286 \$482,475.17

B0071802	Pro Tech Petroleum	Facilities/Planning	Repairs Noninstructional	\$2,000.00
B0072905	Geac Library User Gr	Information Technolo	Computer Software Account	\$17,809.01
B0072936	Ionics	Facilities/Planning	Repairs Noninstructional	\$10,968.00
B0077807	Ellen Janapol	Foster Care Ed 03-04	PSA Contract Services	\$444.00
B0077990	National Family Life	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0078037	E.C.C. Public Inform	Special Resource Cen	Fundraising	\$1,500.00
B0078042	Patricia Duck	Foster Care Ed 03-04	PSA Contract Services	\$148.00
B0078059	Dynalectric	Electrical / Mechani	Buildings	\$7,500.00
B0078068	Sharon Chard-Yaron	Ca Virtual Uni. 2nd	PSA Contract Services	\$546.77
B0078093	Design 101	Job Placement	Non-Instructional Supplies	\$3,000.00
B0078098	S & B Food Services	Job Placement	Non-Instructional Supplies	\$2,700.00
B0078099	Regular Products	EOPS	Student Survival Kits	\$2,500.00
B0078100	ECC BOOKSTORE	Job Placement	Non-Instructional Supplies	\$200.00
B0078101	S & B Food Services	VATEA Administration	Conferences Other	\$500.00
B0078102	Superior Filters N'	Automotive Collision	Maintenance Contracts	\$1,050.00
B0078103	S & B Food Services	VTEA Title II Tech	Non-Instructional Supplies	\$150.00
B0078104	E.C.C.C.D. Bookstore	Ctr for Arts Promo	Non-Instructional Supplies	\$3,000.00
B0078105	Pacific Graphics	Ctr for Arts Promo	Multi Media Advertising	\$15,000.00
B0078106	Contra Costa Communi	Contra Costa College	Contract Services	\$1.00
B0078107	Glendale Adventist M	Paramedic Academy	Contract Services	\$1.00
B0078108	Market Street Press	Ctr for Arts Promo	Multi Media Advertising	\$6,000.00
B0078109	Downey Fire Departme	Paramedic Academy	Contract Services	\$1.00
B0078110	Johnson Company	Health, Safety	Non-Instructional Supplies	\$5,000.00
B0078111	Johnson Company	Health, Safety	New Equipment - Noninstru	\$5,000.00
B0078112	Steve Tacon	Public Information	PSA Contract Services	\$19,500.00
B0078113	Bank of America	Administrative Serv.	Non-Instructional Supplies	\$1,251.41
B0078114	Bank of America	Administrative Serv.	Conferences Mgmt	\$2,800.00
B0078117	The Tape Company	Audio/Visual	Instructional Supplies	\$1,100.00

B0078118	S & B Food Services	Administration	Non-Instructional Supplies	\$3,772.35
B0078119	Subs Delight	Community Advancement	Non-Instructional Supplies	\$1,540.00
B0078120	The Parkin Exponent,	Ctr for Arts Promo	Multi Media Advertising	\$5,000.00
B0078121	A Scooter 4 U, Inc.	DSPS	Repairs Noninstructional	\$600.00
B0078122	New York Food	Community Advancement	Conferences Mgmt	\$500.00
B0078123	ECCD Petty Cash	CalWORKs	Non-Instructional Supplies	\$1,000.00
B0078124	Danhew Enterprises,	Student Affairs	ASB Exp.	\$500.00
B0078126	Richard Nicoletti	Community Advancement	PSA Contract Services	\$12,728.00
B0078127	Starleen V. Buren	Community Advancement	PSA Contract Services	\$8,944.00
B0078128	Heather Parnock	VATEA Administration	PSA Contract Services	\$1,800.00
B0078129	Tri-Star Electronics	Cact CA Employee Tra	Contract Services	\$1.00
B0078130	Tri-Star Electronics	Cact CA Employee Tra	Contract Services	\$1.00
B0078131	City of Hawthorne	SBDC Federal 1/1/00-	Contract Services	\$1.00
B0078132	ECCD Petty Cash	EOP&S Maint of Effor	Non-Instructional Supplies	\$500.00
B0078133	SWACC	Purchasing and Busin	Excess Insurance	\$9,667.00
B0078135	E.C.C. Public Inform	VATEA Administration	Non-Instructional Supplies	\$150.00
B0078137	Naobi, Inc.	RITC 10/1/04 - 9/30/	Contract Services	\$500.00
B0078138	Carol J. Patrie	RITC 10/1/04 - 9/30/	PSA Contract Services	\$1,000.00
B0078143	E.C.C. Public Inform	Fine Arts	Non-Instructional Supplies	\$78.00

Total : **47** **\$158,248.54**

Total POs and BPOs : **333** ***TOTAL :*** **\$640,723.71**

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

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III. RATIFICATION	
A. Purchase Orders.....	5
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I. INFORMATION

A. EQUIPMENT/TECHNOLOGY EXPENDITURES – The following table reports the status of equipment purchases as of April 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	359,549	(23,549)
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	112,836	(107,636)
Total Instructional Equipment	895,447	686,003	209,444
 <u>Technology</u>			
Information Technology Services (0608)	1,557,570	1,329,129	228,442
Total Technology	1,557,570	1,329,129	228,442
 <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*	2,076,817	461,000
 * 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. Budgets were also revised as of May 16, 2005. 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 April 28, 2005.

May 16, 2005

Measure "E" Bond Fund 2

**GENERAL OBLIGATION BOND FUND CATEGORIES AND
PROJECTS**

	REVISED BUDGET 5/16/05	TOTAL EXPENDED 4/28/05	BALANCE 4/28/05
<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	13,303	1,515,697
Athletic Education and Fitness Complex (0203)	15,718,000	204,383	15,513,617
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	52,416	6,032,480
Business Building Replacement (0205)	10,926,189	102,147	10,824,042
Central Plant (0206)	10,858,000	93,394	10,764,606
Child Development Center Phase 2 (0207)	2,525,000	21,853	2,503,147
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	9,620	1,090,380
Fire Academy Structure (0209)	791,375	6,970	784,405
Fire Program Facility (0210)	123,000	1,231	121,769
Humanities Complex Replacement (0212)	23,120,064	922,539	22,197,525
Learning Resource Center Addition (0213)	7,100,000	61,130	7,038,870
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	216,232	66	216,166
Remodeling Phase Two (0216)	157,625	1,529	156,096
Remodeling Phase Three (0217)	8,715,875	75,004	8,640,871
Science Complex Renovation (0219)	6,721,738	3,665,012	3,056,726
Signage and Wayfinding (0224)	2,600,000	44,927	2,555,073
Student Services and Activities Replacement (0220)	31,928,118	294,812	31,633,306
Temporary Space and Relocation Costs (0221)	2,000,000	90,109	1,909,891
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	37,748,071	-	37,748,071
Total Additional Classrooms and Modernization	174,963,183	6,366,311	168,596,872
<u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	13,624	386,376
Emergency Generators and Distribution (0302)	2,265,000	10,021	2,254,979
Emergency Power to Security Lighting (0303)	175,000	775	174,225
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	3,150	396,850
Fencing Replacement and Additions (0305)	375,000	1,659	373,341
Landscaping and Irrigation System Replacements (0306)	2,540,000	33,824	2,506,176
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	10,796	2,429,204
Lot F Parking Structure Improvements (0309)	1,632,000	7,221	1,624,779
Lot H Parking Structure (0310)	8,348,666	37,136	8,311,530
Paving Replacement - All Walks and Driveways (0311)	2,187,000	9,676	2,177,324
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	361	81,239
Security Video (0313)	180,000	7,223	172,777
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	78,058	1,867,123
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	213,525	24,513,706
<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
Health and Safety Improvements (HSI)			
Administration (0501)	4,367,732	52,889	4,314,843
Art & Behavioral Sciences (0502)	12,247,136	150,348	12,096,788
Auxiliary Warehouse (0504)	105,042	943	104,099
Communications (0507)	8,223,354	83,374	8,139,980
Construction Technology (0508)	943,970	12,388	931,582
Domestic Water System (0509)	2,488,800	60,028	2,428,772
Facilities and Receiving (0510)	1,985,416	126,640	1,858,776
Fire Alarm (0511)	780,800	6,360	774,440
Firelines (0512)	1,837,503	70,683	1,766,820
Hazardous Materials Abatement (0513)	200,000	81,424	118,576
Library (0515)	7,876,509	405,649	7,470,860
Marsee Auditorium (0516)	6,670,843	83,122	6,587,721
Math & Computer Sciences (0517)	10,761,643	133,662	10,627,981
Music (0518)	8,896,846	181,674	8,715,172
Natural Gas System (0519)	488,000	4,013	483,987
North Gymnasium (0520)	3,248,993	242,820	3,006,173
Physical Education and Men's Shower (0521)	4,216,871	48,854	4,168,017
Planetarium (0522)	559,465	10,432	549,033
Pool and Health Center (0523)	8,273,592	103,375	8,170,217
Primary Electrical Distribution System (0524)	13,460,000	196,742	13,263,258
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	20,255	1,293,409
Sewer System (0527)	1,964,200	15,846	1,948,354
Social Sciences (0528)	7,415,520	90,338	7,325,182
Storm Drain System (0530)	1,083,909	8,789	1,075,120
Technical Arts (0531)	5,600,000	2,229	5,597,771
Shops (0533)	10,600,000	4,219	10,595,781
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	135,403,489	3,653,448	131,750,041
Information Technology and Equipment (ITE)			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	437,651	685,999
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	1,668,291	12,889,219
Learning Resources (0609)	4,665,775	97,339	4,568,436
Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	497,815	2,504,470
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	4,532,886	50,148,972

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
	\$394,516,463	\$14,766,170	\$379,750,293

C. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for June 1, 2005, at 3 p.m.

II. APPROVAL

A. BID 2004-10/MODULAR BUILDING MODIFICATION

It is recommended that the bid 2004-10 be awarded to the following vendor for modular building modifications in accordance with the specifications, terms, and conditions of the above named bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	BBS Construction Inc. [3]	\$478,000.00 Includes materials, labor and applicable taxes

Other Bidders: BJ Development Inc. [2] \$515,125.00; West-Star Construction [2] \$549,000.00

“No Bid” Responses: None

Non-Responsive Bidders: 1

Affirmative Action Status Codes: [1] Minority owned/Disadvantaged Business; [2] Women-owned business; [3] Small business enterprise [4]; Other [5]. None of the above; [8] Disabled Veteran enterprise

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
5/2/2005

El Camino Community College District
Measure "E" Purchase Order Listing
Meeting Date: 5-16-2005

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
P0072940	Advanced Masonry & Concrete	TemporarySpace/Reloc	Site Improvements	\$5,860.00
P0072941	Archie Ivy, Inc.	TemporarySpace/Reloc	Site Improvements	\$9,075.00
P0072968	Spitz Space Systems, Inc.	Natural Sciences	New Equipment – Noninstruc.	\$8,370.00
P0073179	Dow Diversified, Inc.	Science Complex Reno	Buildings	\$1,079.00
P0079094	Pilgrim Fence Co.	TemporarySpace/Reloc	Site Improvements	\$3,042.00
P0079095	Shade Structures Inc.	Student & Community	New Equipment – Noninstruc.	\$1,240.11
P0079097	A-1 Office Plus	Science Complex Reno	Group II Equipment	\$4,087.55
Total :		7		\$32,753.66
B0079044	South Bay Heating	Library	Site Improvements	\$290,180.00
B0079071	Maas Companies, Llc	Master Planning	Professional Services-Bon	\$35,670.00
B0079082	Tmad Taylor & Gaines	Primary Elect Distri	Architecture & Engineering	\$23,600.00
B0079096	International Parking	Lot H - Parking Struc.	Architecture & Engineering	\$660,000.00
B0079098	Allsteel c/o Corporat	Remodeling-Phase 2	Group I Equipment	\$17,000.00
B0079099	Division of the Stat	Humanities Complex	Architecture & Engineering	\$101,200.00
Total :		6		\$1,127,650.00
Total POs and BPOs :		13	TOTAL :	\$1,160,403.66

B. CHANGE ORDERS

None

May 16, 2005

Measure "E" Bond Fund 6

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

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D. Revision of Classification Specifications and Title Change for Administrator Position.....	11, 13-14
E. Amend Special Project Temporary Administrator Daily Rate Schedule ...	11, 15
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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 1-25 and 1-28.

Certificated Personnel:

1. ~~**Pre-retirement – Ms. Dagmar Halamka full-time instructor of Law, to work a reduced load of 60% in Fall and 40% in Spring, for five years beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).~~
2. Pre-retirement – Ms. Sally Strehlke, full-time instructor of Business, to work a reduced load of 0% in Fall and 100% in Spring, for one year, beginning Fall 2005 through Spring 2006, in accordance with the Agreement, Article XVIII, Section 2(c).
3. Employment – Ms. Barbara Perez, Dean of Natural Sciences, Range 16, Step 3, Administrator Salary Schedule, effective June 1, 2005.
4. Employment – Ms. Nancy Freeman, full-time instructor of Biology, Class III, Step 4, Academic Salary Schedule, effective August 25, 2005.
5. Amend Employment – Ms. Jennifer White-Geller, full-time instructor of Nursing, from 100% to 60%, effective August 29, 2005 through June 9, 2006.
6. Amend Employment – Ms. Ellen Young, Acting Director Special Resource Center from 100% to 50%, effective March 1 through June 30, 2005.
7. Classification Name Change – Dr. Thomas Jackson from Division Director to Associate Dean, effective May 17, 2005.
8. Special Assignment – Mr. Kevin Huben, full-time instructor of Fire and Emergency Technology, to coordinate the Paramedic Training Program, to be paid \$51.69 an hour, not to exceed 60 hours or \$3,130, effective June 20 through August 11, 2005, in accordance with the Agreement, Article X, Section 14(c).
9. Special Assignment – Mr. Harold Hofmann, full-time instructor of Machine Tool Technology, to provide support for the development of the El Camino Robotics Academy, to be paid \$38.77 an hour, not to exceed 30 hours or \$1,128, effective May 17 through June 10, 2005, in accordance with the Agreement, Article X, Section 14(c).
10. Special Assignment – The following full-time nurse practitioners to be hired to work athletic physicals, to be paid \$51.69 an hour, not to exceed 16 hours a semester or \$1,300, effective July 1, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).

**** Item pulled and no substitutions were made**

May 16, 2005

Human Resources – Administrative Services 1

Debbie Conover

Holly Fall

Deborah Herzik

11. Special Assignment – Mr. Jonathon Brownlee, part-time instructor of Radiologic Technology, to teach Community Education classes, be paid 35% of final student enrollment, not to exceed \$4,000 (non-STRS creditable service), effective July 1, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – The following part-time nurse practitioners to be hired to work athletic physicals, to be paid \$38.77 an hour, not to exceed 16 hours or \$1,300 a semester, effective July 1, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).

Melanie Bronstein

Linda Goldman

Nancy Lee

13. Special Assignment – The following part-time Clinical Psychologists to be hired as needed in Student Health Services, to be paid \$51.69 an hour, effective July 1, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).

Name

Not to Exceed

Ruth Taylor

24 hours

Sally Emery

12 hours

14. Special Assignment – The following part-time nurse practitioners to be hired as needed in Student Health Services, to be paid \$38.77 an hour, not to exceed 24 hours per week, effective July 1, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).

Melanie Bronstein

Linda Goldman

Nancy Lee

15. Stipend Assignment – The following instructors of Mathematical Sciences and Natural Sciences, to be paid a stipend of \$350 each for their participation on the MESA Faculty Committee and as mentors to the MESA facilitators for the 2004-2005 academic year, in accordance with the Agreement, Article X, Section 14(a).

Kristine Numrich

Susana Prieto

Jean Shankweiler

16. Special Assignment – Mr. Steven Jones, part-time instructor of Nursing, to teach as Clinical Lab Instructor for-credit Nursing 60 B class, for L.A. County Nursing program, to be paid \$46.49 an hour, not to exceed \$4,700, effective May 6 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Mr. Steven Jones, part-time instructor of Nursing, to work as Skills Lab Specialist for-credit Nursing 60B class, working with students in practicing skills and checking students competency in skills, to be paid \$38.77 an hour, not to exceed \$3,000, effective May 7 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

18. Special Assignment – Ms. Katherine Meese, part-time instructor of Nursing, to work as Skills Lab instructor for-credit Nursing 60B Class, for L.A. County Nursing Program, to be paid \$38.77 and hour, not to exceed \$3,000, effective May 7 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
19. Stipend Assignment – The following instructors from Mathematical Sciences and Natural Sciences, to be paid a stipend of \$200 each for their participation as mentors in the MESA Academic Excellence Workshops for the 2004-2005 academic year, in accordance with the Agreement, Article X, Section 14(a).

C. Irvin Drew
 Kamran Golestaneh
 Linda Ho

Leon Leonardo
 David Vakil

20. Stipend Assignment – Mr. Robert Coomber, part-time instructor of Applied Music, to perform as Resident Artist Brass Instrumentalist, to be paid \$750, effective July 10, 2005, in accordance with the Agreement, Article X, Section 9(m).
21. Stipend Assignment – Ms. Virginia Frazier, part-time instructor of Music, to perform as Resident Artist Violinist, to be paid \$750, effective July 6, 2005, in accordance with the Agreement, Article X, Section 9(m).
22. Stipend Assignment – Ms. Rona Klinghofer, part-time instructor of Music, to perform as Resident Artist Vocal, to be paid \$750, effective July 16, 2005, in accordance with the Agreement, Article X, Section 9(m).
23. Stipend Assignment – The following instructors from Mathematical Sciences and Natural Sciences, to be paid a stipend of \$100 each for their participation as mentors in the MESA Academic Excellence Workshops during either Fall 2004 or Spring 2005, in accordance with the Agreement, Article X, Section 14(a).

Fall 2004

John Boerger
 William Hemmer
 Robert Horvath

Julia Stewart
 Ralph Taylor
 Susan Taylor

Spring 2005

Jeffrey Cohen
 Norman Kadomoto
 Geraldine Karpet
 T. Wade Killingsworth
 Arturo Martinez

Robert McLeod
 Aban Seyedin
 Robert Shibao
 Paul Yun

24. Employment – The following part-time/temporary substitute instructor to be hired as needed for the Spring 2005 session.

Business

Ahmad Iqbal

25. Employment – The following part-time/temporary instructors to be hired as needed for the Summer 2005 session.

Behavioral & Social Sciences

Marie Butler, Class V, Step 24
Julio Farias, Class III, Step 7
Thomas Glenn, Class IV, Step 12
Austin Gordon, Class V, Step 6
Mark Gordon, Class II, Step 4
Patrick Griffin, Class V, Step 8
Lawrence E. Guillow, Class V, Step 14
Shahrokh Haghighi, Class V, Step 14
Laurie Houske, Class V, Step 7
Tamara Jackson, Class V, Step 7
Ryan Keep, Class III, Step 4
Meric Keskinel, Class IV, Step 6
Thomas Keville, Class II, Step 7
Margaret Kidwell-Udin, Class II, Step 8
Toshiko Konishi, Class V, Step 8
Marc Mestyaneck, Class II, Step 5
Natalina Monteiro, Class V, Step 7
Ricky Murray, Class II, Step 6

Gerardo Nebbia, Class II, Step 4
Kaoru Oguri, Class V, Step 10
Jill Pfeiffer, Class IV, Step 8
Bradley Reynolds, Class V, Step 28
Jeffrey Rigby, Class IV, Step 28
Samuel Russo, Class II, Step 20
Francis Schulte, Class III, Step 10
Sharyn Seaton, Class II, Step 8
Lorrie Shiota, Class II, Step 4
Kell Stone, Class II, Step 4
Paul Swendson, Class II, Step 9
Dale Tatum, Class II, Step 9
Mari Womack, Class V, Step 6
Ventriss Woods, Class V, Step 5
Ronald Woolsey, Class II, Step 5
Kofi Yankey, Class II, Step 4
Paulette Young, Class I, Step 4

Business

Robert Rooks, Class I, Step 10

John Slawson, Class V, Step 5

Fine Arts

Beverly Bledsoe, Class III, Step 11
Joseph Bonanno, Class III, Step 28
Kristin Chew, Class I, Step 4
Camille Cornelius, Class III, Step 8
Jose Costas, Class II, Step 5
Dana Emerson, Class II, Step 5
Kurt Festinger, Class I, Step 10
Heidi Hinds (Gornto), Class IV, Step 6
Karin Jensen, Class IV, Step 7
Mark Lewis, Class II, Step 8
Kristi Lobitz, Class III, Step 10
Norman Looney, Class IV, Step 20
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Margot Martin, Class V, Step 7
Ruby Millsap, Class II, Step 8
Daryle Nagano, Class II, Step 4
Binh Ngo, Class II, Step 7
Wayne Perkins, Class V, Step 8
Michael Quinn, Class II, Step 9
Pamela Santelman, Class II, Step 10
Sandra Trepasso, Class IV, Step 11
Rick Tyler, Class III, Step 8
Randall VonBloomberg, Class II, Step 11
Rex Wells, Class II, Step 28

Health Sciences & Athletics

Tom Bergeron, Class II, Step 4
Richard Blount, Class II, Step 5
Jonathon Brownlee, Class II, Step 4
Sacha Bryant, Class I, Step 4
Susan Calderon, Class II, Step 4
Sivi Carson, Class III, Step 5
Susan Diamond-Bucher, Class I, Step 4
Salomay Dyer, Class III, Step 5
Michael Fenison, Class II, Step 4
Yakoub Gorgi, Class I, Step 4
Deborah Herzik, Class II, Step 11
Paul Ichino, Class II, Step 11
Karen Ivory, Class II, Step 4
Stan Mintz, Class II, Step 5
Douglas Mizukami, Class I, Step 4
Josephine Moore, Class I, Step 4
Aiping Zhao, Class I, Step 4

Humanities

Joan Anderson, Class IV, Step 13
Mary Borell, Class V, Step 14
Frances Brown, Class II, Step 4
Kathleen Collins, Class III, Step 8
Yolanda Cuesta, Class II, Step 12
Agnes Davies, Class II, Step 9
Aleta Davis, Class III, Step 10
Kristie DiGregorio, Class II, Step 4
Antonio Gonzalez, Class V, Step 12
Ellen Griffin, Class V, Step 7
Supeepa Gulati, Class III, Step 8
Robert Halpern, Class III, Step 6
Carroll Hauser, Class II, Step 6
Yaeko Hirano, Class III, Step 4
Patricia Hoovler, Class III, Step 20
Judy Houser, Class V, Step 11
Dalia Juarez, Class II, Step 5
Bruce Kermane, Class V, Step 14
Jennifer Knox (Hill), Class III, Step 6
Rebecca Loya, Class II, Step 6
Michael Mangan, Class III, Step 4
Clinton Margrave, Class III, Step 4
Mary Mills, Class V, Step 5
Robert Murchison, Class V, Step 4

Mary Ogi, Class II, Step 6
Bryan Ouchi, Class IV, Step 4
Dipte Patel, Class II, Step 4
Danielle Roman (Walsh), Class II, Step 5
Nathaniel Roque, Class II, Step 4
Michael Schultz, Class III, Step 9
Stephen Shaw, Class II, Step 5
Sean Sheil, Class II, Step 6
Julia Sprague, Class II, Step 6
Darryl Sue, Class V, Step 9
Mark Thomas, Class I, Step 8
Terry Titus, Class II, Step 5
Matthew Trites, Class II, Step 6
Steven Van Kanegan, Class II, Step 11
Lisa Marie Weyh, Class II, Step 5
Karen Wyatt, Class II, Step 5

Naoko Otani, Class III, Step 5
Amir Pamugh, Class III, Step 5
Eric Paschek, Class V, Step 6
Carolina Perez, Class II, Step 9
Robert Reichle, Class III, Step 12
Natalie Ricard, Class IV, Step 10
Alicia Rodriguez, Class IV, Step 14
Helen Sabin, Class III, Step 6
Jelena Savina, Class II, Step 4
Dale Shannon, Class II, Step 10
Jan Shimaura, Class II, Step 6
Gary Smith, Class II, Step 5
Cynthia Speare, Class IV, Step 4
Eric Takamine, Class II, Step 4
Kanzo Takemori, Class III, Step 12
Darryl Thompson, Class II, Step 5
Cynthia Tino-Sandoval, Class II, Step 5
Alexander Toth, Class V, Step 28
Rhonda Walker, Class III, Step 24
John Wietting, Class V, Step 12
Xia Weu Wu, Class II, Step 10
Yong Yoon, Class IV, Step 11
Alfred Zucker, Class V, Step 20
Genevieve Zuidervaart, Class III, Step 4

Industry & Technology

Vera Bruce, Class III, Step 11
Kevin Coffelt, Class III, Step 6
Jeffrey Donahue, Class II, Step 12
Sharon Higgins, Class II, Step 5
Tom Jester, Class I, Step 4
Mark Lepore, Class III, Step 4
Mary Lyons, Class II, Step 4
James Mock, Class I, Step 4
Vivian Nemie, Class I, Step 6

Maximino Pena, Class III, Step 10
Eugene Rock, Class II, Step 10
Bernardo Rodriguez, Class II, Step 5
Bradley Sweatt, Class I, Step 4
Dale Ueda, Class III, Step 4
Dan Valladares, Class I, Step 6
Carl Whitaker, Class I, Step 6
Merriel Winfree, Class I, Step 5

Mathematics

Vage Avakyan, Class V, Step 8
Aida Awainisyan, Class II, Step 6
Raymond Badalian, Class IV, Step 12
Robert Bauman, Class III, Step 12
Beyene Bayssa, Class II, Step 6
Susan Bucher, Class IV, Step 5
Scott Bullock, Class III, Step 7
Remo Ciccone, Class II, Step 5
Dimetrol Dammena, Class II, Step 11
Zekarias Dammena, Class II, Step 24
Henri Feiner, Class II, Step 5
Winfred Ferrell, Class II, Step 7
Manolita Formanes, Class II, Step 6
Theodore Gibson, Class II, Step 9
Astatke Gizaw, Class II, Step 8
Haskell Goldman, Class IV, Step 28
Megan Granich, Class II, Step 8
Thu Hoang, Class II, Step 8

Shiuling Huang, Class III, Step 6
Jamel Kammoun, Class V, Step 15
Juan Martinez, Class IV, Step 9
Wendy Miao, Class II, Step 9
Hai Ngo, Class III, Step 11
Alice O'Leary, Class II, Step 8
Quyên Phung, Class III, Step 5
Mohammad Rahnvard, Class V, Step 6
Marion Reeve, Class II, Step 5
Alexa Root, Class II, Step 5
Nathan Schroeder, Class I, Step 7
Michael Semenoff, Class II, Step 12
Satish Singhal, Class V, Step 10
Shane Smith, Class II, Step 5
Erxiang Wang, Class II, Step 6
Christie Yang, Class III, Step 7
Michael Zeitzew, Class V, Step 6

Natural Sciences

Michael Brennan, Class III, Step 10
Chitoh Emetarom, Class II, Step 4
Lynn Fielding, Class II, Step 11
Marlon Jones, Class II, Step 4
Natalia Lev, Class II, Step 5

Marie Nagaya, Class V, Step 6
Sadayoshi Okumoto, Class II, Step 4
Charles Page, Class IV, Step 28
Richard Slocum, Class V, Step 8
Karla Villatoro, Class IV, Step 5

Classified Personnel:

1. Resignation - Ms. Miriam Davis, Administrative Assistant II, Range 31, Step E, Community Advancement Division, Student & Community Advancement Area, effective May 31, 2005, plus accrued vacation.

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2. Resignation – Ms. Josephine Gallego, Financial Aid Assistant, Range 24, Step E, Financial Aid/Enrollment Services Division, Student & Community Advancement Area, effective May 2, 2005.
3. Retirement – Ms. Mildred Larsen – Accounting Assistant II, Range 27, Step E, Bookstore Division, Administrative Services Area, effective October 1, 2005, plus accrued vacation.
4. Retirement – Ms. Barbara Morris, Science Laboratories Supervisor, Range 21, Step E, Natural Sciences Division, Academic Affairs Area, effective July 1, 2005, plus accrued vacation and that a plaque be prepared and presented to her in recognition of her services to the District since 1963.
5. Amend 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 18, instead of April 29, 2005.
6. Personal Leave of Absence 25% - Mr. Edward Gropp, Bookstore Sales Assistant, Range 18, Step E, Bookstore Division, Administrative Services Area, effective April 22 through June 22, 2005.
7. Amend Classification/Range Change – Ms. Grace Felarca, 20% Accounting Assistant II, Range 25, Step D, to Range 27, Step D, Campus Police Division, Administrative Services Area, effective October 1, 2004, reallocation based on classification study implemented in 2004/2005.
8. Rescind Work Out of Classification – Ms. Vanna Phan, Financial Aid Assistant Range 24, Step B, to Accounting Technician II, Range 34, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective March 30 through June 30, 2005, assignment was not started due to permanent position being filled.
9. Promotion – Ms. Linda Williams, from Purchasing Assistant, Range 27, Step E, Purchasing and Business Services Division, to User Support Technician, Range 37, Step A, Information Technology Services Division, Administrative Services Area, effective May 17, 2005.
10. Employment – Ms. LauraLee Adkins, Senior Clerical Assistant, Range 24, Step A, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective June 1, 2005.
11. Employment - Ms. Esperanza Corrado, Administrative Assistant I, Range 28, Step A, Workforce & Community Education/Community Advancement Division, Student and Community Advancement Area, effective June 1, 2005.
12. Employment – Ms. Mary Eskridge, Clerical Assistant, Range 22, Step A, Child Development Center/Behavioral & Social Sciences Division, Academic Affairs Area, effective June 1, 2005.

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13. Employment – Ms. Sharon-Anne G. Filio, Accounting Technician II, Range 34, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective May 2, 2005.
14. Employment – Mr. Bryan Kawakami, Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, effective June 1, 2005.
15. Employment – Mr. Steven Muro, Library Media Technician II, Range 26, Step A, Learning Resources, Academic Affairs Area, effective June 1, 2005.
16. Employment – Ms. Beverly J. Rouse, Senior Clerical Assistant, Range 24, Step A, Information Technology Services Division, Administrative Services Area, effective June 1, 2005.
17. Employment - Ms. Wendy R. Williams, Administrative Assistant I, Range 28, Step A, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective June 1, 2005.
18. Employment – Mr. Chuong Vu, Computer Lab Specialist, Range 36, Step A, Information Technology Services Division, Administrative Services Division, effective June 1, 2005.
19. Extend Employment – Ms. Katherine Conley, 75% Cosmetology Assistant, (10 month) Range 19, Step E, Industry & Technology Division, Academic Affairs Area effective June 20 through August 12, 2005.
20. Extend Employment - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective June 20 through July 28, 2005.
21. Extend Employment - Mr. James Wright, Toolroom/Instructional Equipment Attendant, (10 month) Range 24, Step E, Industry & Technology Division, Academic Affairs Area, effective June 20 through July 28, 2005.

Special Project Temporary Administrator:

22. Amend Assignment - Ms. Judith Norton, Training Curriculum Coordinator, Range 5, Step 3 instead of Step E, of the Special Project Temporary Administrator Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective April 1 through June 30, 2005.

Temporary Classified Service Employees:

23. Employment – Ms. Nancy Bradbury, Administrative Assistant I, Range 28, Step A, Center for International Education, Student and Community Advancement Area, effective May 17 through June 30, 2005.

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24. Employment - Ms. Dora Gomez, Student Services Advisor, Range 35, Step A, Counseling & Student Services Area, effective May 17, 2005 through June 30, 2005.
25. Employment – Ms. Laura Lee Adkins, Senior Clerical Assistant, Range 24, Step A, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective May 20 through 31, 2005.
26. Employment – Mr. Steven Muro, Library Media Technician II, Range 26, Step A, Learning Resources, Academic Affairs Area, effective May 23 through 31, 2005.
27. Employment - Ms. Wendy R. Williams, Administrative Assistant I, Range 28, Step A, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective May 17 through 31, 2005.
28. Employment – The following individuals as PBX Operator – Receptionist, Range 21, Step A, Switchboard/Human Resources Division, Administrative Services Area, effective May 17 through June 30, 2005:

Dena Langowski

Elizabeth Matusak

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown in items 1-14.

1. Randi Berg – Summer Camp Coach, \$12.00 per hour, days vary, 40 hours per week, effective June 20, 2005 to June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to provide coaching and instruction for the Summer 2005 Softball camp, District funded
2. Jennifer Blandon – Assistant House Manager, \$8.50 per hour, Monday through Sunday (varies), 6:00 am to 12:00 am (varies), effective April 19, 2005 through June 30, 2005, Fine Arts/Center for the Arts, Academic Affairs Area, to assist the House Manager with organizing and coordinating the paid and volunteer Front of house personnel for events in the Marsee Auditorium, Campus Theatre, and Recital Hall, District funded.
3. Kevin Duncan – Summer Camp Director, \$25.00 per hour, Wednesday night only, 3.4 hours per week, effective June 22, 2005 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to organize and monitor Summer High School Passing League, District funded.
4. DeLayne Gonzales – Teacher Assistant IV, \$11.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective April 18, 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, DSPS regulations, Section 56026, District and VTEA funded.

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5. Barry Levy – Summer Camp Coach, \$12.00 per hour, Monday through Friday, 4:00 pm to 10:00 pm (hours to vary), effective June 20, 2005 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to run high school basketball off season league play, District funded.
6. Gertrudis Griselda Meza – Office Aide I, \$6.75 per hour, Monday through Thursday, 8:30 am to 12:00 pm, effective April 19, 2005 through June 30, 2005, Counseling and Student Services, Student and Community Advancement area, to work at the Counseling Appointment Center, provide customer service to students, staff, and the general public, District funded.
7. Irma Rayas – Reserve Police Officer I, \$10.00 per hour, Monday through Friday (days to vary), 7:00 am to 7:00 pm (hours to vary), effective May 17, 2005 through June 30, 2005, Campus Police, Administrative Services Area, to assist El Camino College police officers in the enforcement of laws, rules, and regulations, Campus Police funded.
8. Deborah Quesada – Tutor III, \$9.50 per hour, Monday, 3:00 pm to 8:00 pm, Thursday, 9:00 am to 1:00 pm, and Friday, 9:00 am to 4:00 pm, effective March 21, 2005 through June 30, 2005, Business Education, Academic Affairs Area, to assist students in the open lab with completions of assignments from various Computer Information Systems classes, District funded.
9. Shane Schumaker – Director, \$25.00 per hour, Monday through Friday, 40 hours per week, effective June 20, 2005 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to give instruction in baseball skills, baseball weight lifting, daily games, and to videotape individuals, District funded.
10. Jessica Sickle – House Manager, \$12.50 per hour, days and hours to vary, effective April 19, 2005 to June 30, 2005, Fine Arts/Center for the Arts, Academic Affairs Area, to organize and coordinate the paid and volunteer Front of house personnel for events in the Marsee Auditorium, Campus Theatre, and Recital Hall, District funded.
11. Manuel Tenorio – Teacher’s Assistant IV, \$11.50 per hour, Sunday through Saturday (varies), 8:00 am to 5:00 pm, 6:00 pm to 10:00 pm (varies), effective April 20, 2005, Industry and Technology, Academic Affairs Area, to assist instructors with teaching/testing in the Emergency Medical Technician program laboratory classes, assist with equipment set up and maintenance, training, expertise, leadership, and professional services in the Fire Academy program, District funded.
12. Flor Wright – Student Help I, \$6.75 per hour, days to vary, 10 hours per week, effective May 3, 2005 to June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to help support the staff with general office work, District funded.
13. The following individuals are to work as Summer Camp Coach, \$12.00 per hour, Monday through Friday, 40 hours per week, June 13, 2005 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to give instruction in baseball skills, baseball weight lifting, daily games, and to videotape individuals, District funded.

Scott Davison

Ryan Kisner

Sam Peraza

14. The following individuals are to work as Assistant Coach, \$16.25 per hour, 14 hours per week, effective June 13, 2005 through June 30, 2005, Health Sciences and Athletics, Academic Affairs Area, to teach various swim strokes, jump in and survival float and breathing, assist with safety procedures and communicate student progress with parents, District funded.

Jayne Barton
Shelley Benner
Kristina Dahlin
Melissa Delzeit
Alicia Foley
Ken Furuta
Desiree Gant
Jeanette Gant
Genevieve Garcia
Deniece Kuwahara
Jackie Kwan
Raven Laroux
Karen Miller
Abigail Nugent
Jose Ortiz

Yuriko Pena
Rebecca Peterson
Rick Pieper
Barbara Roberts
Karin Robinson
Saori Sekiguchi
Jamie Taira
Jennifer Tucker
Maggie Vera
Amanda Whitehead
Jennifer Whitehead
Jana Wianecki
Casey Willeman
Lara Williams
Angie Zeller

C. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employee salaries are declared indefinite for * 2005-2006 2005-2006.

D. REVISION OF CLASSIFICATION SPECIFICATIONS AND TITLE CHANGE FOR ADMINISTRATOR POSITION:

It is recommended that the Board approve the revision of classification specifications and change in title of Division Director to Associate Dean as shown on pages 13-14.

E. AMEND SPECIAL PROJECT TEMPORARY ADMINISTRATOR DAILY RATE SCHEDULE

It is recommended that the Board amend the Special Project Temporary Administrator Daily Rate Schedule, effective July 1, 2005, as shown on page 15. This rate adjustment is consistent with the Administrator salary schedule adjustment adopted January 1, 2005.

* President Fallo read in change during Board meeting.

A. 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.

Pete Carta
Mary Anne Chappellear
Grant Francis
Miguel Franco
William Kelly
Robert Meese
Crystal Nelson
John Porter
Curtis Thompson

CLASS TITLE: ASSOCIATE DEAN

BASIC FUNCTION:

Under the direction of a Dean, assist in the administration of the assigned division with the development, oversight and operations of the division and its academic programs with implementing faculty and administrative policies.

X. DUTIES AND RESPONSIBILITIES:

Assist the Dean with leading the assigned division.

Work directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of academic programs, curriculum and schedules.

Address student petitions, complaints and requests in accordance with El Camino College policies.

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

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

Represent the Dean in his or her absence at college meetings, committees, and other official functions.

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

Organize committees for hiring faculty and staff and ensuring compliance with District personnel policies, procedures, and practices.

Assist the Dean with supervising and evaluating faculty and staff.

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

Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs, and resolve conflicts and issues within the division and between divisions.

Perform assigned program management responsibilities.

Assist the Dean with managing the division's fiscal resources responsibly.

Assist with developing division long-range plans, goals, and objectives.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Must understand and practice the principles of administration and supervision.

Be able to plan and organize work.

Assess and evaluate programs and personnel.

Effectively communicate orally and in writing.

Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Requires a Master's degree or the equivalent* and three full-time years of post-secondary teaching experience and one year of formal training, leadership or leadership experience related to the administrator's assignment.

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

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

Management Salary Schedule – Range 13

Board Approved: May 16, 2005

EL CAMINO COMMUNITY COLLEGE DISTRICT

**SPECIAL PROJECT TEMPORARY ADMINISTRATOR
DAILY/ANNUAL RATE SCHEDULE**

Effective July 1, 2005

Range/Step	1	2	3	4	5
1	\$197 \$51,220	\$204 \$53,040	\$209 \$54,340	\$215 \$55,900	\$222 \$57,720
2	\$215 \$55,900	\$222 \$57,720	\$229 \$59,540	\$235 \$61,100	\$243 \$63,180
3	\$222 \$57,720	\$229 \$59,540	\$235 \$61,100	\$243 \$63,180	\$251 \$65,260
4	\$251 \$65,260	\$258 \$67,080	\$267 \$69,420	\$276 \$71,760	\$283 \$73,580
5	\$274 \$71,240	\$282 \$73,320	\$291 \$75,660	\$301 \$78,260	\$312 \$81,120
6	\$296 \$76,960	\$305 \$79,300	\$315 \$81,900	\$323 \$83,980	\$334 \$86,840

*The maximum annual rate is based on the daily rate times 260 days for PERS credit.

Note: For departmental budgeting purposes only, add 8.79% for total health and welfare benefit costs incurred by the District, which includes OASDI, Medicare, Workers' Compensation, and Unemployment Insurance costs, plus \$48.40 per month through December 2005 and \$64.60 for 2006 for contribution to CalPERS medical health care program.

Board Approved: May 16, 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. Board Policies Page 1
- B. Board of Trustee Election ***Alternatives Options** Page 24
- C. Calendar of Events, Los Angeles County Consolidated Election,
November 8, 2005 Page 24

***Change made during Board meeting.**

A. Board Policies

The following recommendations are made in continuation of the project to update and post District Board policies to the web site.

1. It is recommended that the Board adopt the following policy:
 - a. Board Policy 7350 – Resignations-Non-Represented Employees – Second reading and adoption
2. It is recommended that the Board delete the following policies:
 - a. Board Policy 3103 – Management Positions
 - b. Board Policy 3312 – Declaration & Disposal of Surplus Personal Property
 - c. Board Policy 4130 – Use of District Facilities or Services by Employee Organization.
 - d. Board Policy 4215 – Probationary and Permanent Status (Classified Service)
 - e. Board Policy 4350 – Child Development Center (CDC Guidelines)
 - f. Board Policy 5131 – Commemorative Days
 - g. Board Policy 9280 – Individual Members
3. It is recommended that the Board convert the following policies from the old numbering system to the new numbering system:

<u>Old</u> <u>Number</u>	<u>New</u> <u>Number</u>	<u>Title</u>
2320	3101	Administrative Organization, 1/18/00
2330	3102	Administrative Authority in the Absence of Supt/Pres 9/12/94
3609	3260	College Consultation, 5/17/99
4317	3400	Statement of Economic Interests, 7/11/94
3612	3502	Safe Driver Program
3603	3503	Hazardous Materials Management Program, 2/13/89
5149	3504	Children and Visitors in Classrooms
5127	3720.1	Student Computing Access, 12/16/96
4146	3850	Purchase of Commencement Attire for Board/Managers, 3/20/95
5137	3900.1	Distribution and Exhibition Posters, 10/13/69
4165	3911	Telephones, 11/24/59
4162	3920	Pools, 11/24/58
4139	4027	Administration of Relations with Academic Senate, 8/7/72
6125	4030.1	Teaching Controversial Issues, 7/26/65
6123	4020.1	Curriculum Review and Approval, 6/22/87
6133	4045	Textbooks, 4/12/99
5117	4070	Audit of Courses, 3/25/85
5126	4101.1	Catalog Rights, 9/20/93
6130	4220	Standards of Scholarship, 6/22/98
6131.1	4255	Student Progress Early Alert and Referrals, 4/17/95
6124	4260.1	Prerequisites and Other Limitations on Enrollment, 6/20/94

6122	4270	Substitute Courses for Health Education, 4/27/64
1421	4320	Public Performance by Students, 1/8/90
1423	4312	Soliciting Funds from Students, 5/10/65
5125	5010	Admissions, 5/26/87
5118	5020	Nonresident Tuition, 1/28/85
5119	5025	Foreign Students (Visa), 4/26/71
5123	5030.1	Student Health Services Fee, 1/25/93
5124	5030.2	Student Enrollment and Differential Fee, 6/14/93
5140	5310	Student Grievance, 9/7/93
5132	5401	On-Campus Student Organizations, 9/14/70
5136	5405.1	Student Political Organizations, 9/14/70
5138	5500	Standards of Student Conduct, 5/16/94
5141	5505	Minimum Academic Standards and Service Limitations for Student Participation in Student Government, Campus Committees and Student Clubs, 6/12/95
6131.2	5506	El Camino College Student Rights and Responsibilities, 1/16/96
5135	5555	Guest Speakers, 11/13/67
5144	5800	Removing Pupils from School During School Hours, 1/25/60
3596	6525	Management of District Personal Property, 4/88
3321	6631	Purchasing Affirmative Action, 2/24/92
4315	7150	Administrators Professional Development Fund, 10/17/01
4284	7351	Retirement Non-Represented Employees, 2/27/88
4283.1	7366	Demotion, 9/4/84

Copies of policies are not available electronically. Copies can be viewed in the President's Office.

B. Board of Trustee Election *Alternatives Options

It is recommended that staff investigate *alternative Board of Trustee election options that may reduce costs, change Trustee Areas, and/or change election dates. The targeted completion date for this study is approximately January 2006.

C. Informational Item

Calendar of Events, Los Angeles County Consolidated Elections, November 8, 2005

Calendar of events for the Los Angeles County Consolidated Elections, November 8, 2005, is presented for information.

Calendar of events, not available electronically. Copies can be viewed in the President's Office.

*Changes made during Board meeting.