

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

**Board of Trustees
El Camino Community College District
Agenda, Monday, May 19, 2003
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of April 21, 2003**
- III. Presentations**
 - A. El Camino College Forensics Team
 - B. Erin Fisher, Rotaract
- IV. Public Hearing – (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-6
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-17
 - D. Administrative Services
See Administrative Services Agenda, Pages 1-10
See Human Resources Agenda, Pages 1-20
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- VIII. Closed Session**
 - A. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers,
Local 1388
 - 2. El Camino Classified Employees
Local 6142
 - 0. El Camino Police Officers
Association
 - B. Complaints or Charges Against
Employees, Brown Act Section 54957

1. Complaints or Charges Against
Employees – 1 case

C. Personnel Matters, Brown Act Section 54957

1. Personnel Matters – 5 cases
2. Public Employee Release
3. Public Employee Performance
Evaluation - President

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

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B. Instructional Field Trip – Spring 2003	5
C. Proposed Curriculum Changes – Effective 2003/2004 Academic Year.....	5
D. Sabbatical Leave of Absence – 2003/2004.....	6

A. CENTER FOR THE ARTS PRESENTATIONS – 2002/2003 and 2003/2004

It is recommended that the Board approve the Center for the Arts revision for 2002/2003 and presentations for 2003/2004 as listed below. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
--------------------	-------------	---------------

Payee Change

- | | | |
|---|-------------|---------|
| 1. Kevin Locke Trio
Payable to: Lakota Performing Arts
(Note: Previously Board approved June 24, 2002, payable to Joan Sherman Agency.) | May 3, 2003 | \$4,500 |
|---|-------------|---------|

2003/2004

- | | | |
|---|--------------------|-------------|
| 2. Krasnoyarsk National Dance Company of Siberia
Payable to: Columbia Artists Management, Inc.
Eighty-member folk dance company from Siberia will present traditional folk dances of Siberia. Live orchestra will accompany the performance. | September 19, 2003 | \$10,000 |
| 3. Paul Galbraith
Payable to: Paul Galbraith
Winner of numerous awards, Mr. Galbraith will perform a program of classical guitar music. "Classical Music" magazine hailed "Paul Galbraith has something near genius". | September 26, 2003 | \$2,500 |
| 4. Swingle Singers
Payable to: Kikapust, Inc. - \$10,500
Payable to: Mary Beth Treen Artists Management - \$2,000
The Swingle Singers, celebrating their 40 th anniversary, will be coming from England to perform classical and jazz <i>a cappella</i> pieces, from <i>Air on the G String</i> to Bach. | October 11, 2003 | \$12,500 |
| 5. Ladysmith Black Mambazo
Payable to: Ladysmith Black Mambazo, Inc.
The traditional music sung by Ladysmith Black Mambazo is called ISICATHAMIYA. It is Mambazo who have come to represent the traditional culture of South Africa. They have come to be regarded as cultural emissaries at home and around the world. | October 12, 2003 | \$12,500.00 |
| 6. The Best of Aotearoa (New Zealand)
Payable to: New Zealand Entertainment Academy, Ltd.
This performance features some of New Zealand's best known performers, with over 30 gold and platinum records combined. This show will have classical, country, Broadway and guitar. | November 1, 2003 | \$10,000 |

7. **Lavay Smith and Her Red** November 7, 2003 \$5,500
Hot Skillet Lickers
Payable to: Berkeley Agency
 One of the top swing and jump blues bands in the country comes to El Camino College for a night of swingin', jumpin' and jivin'.
8. **A Day In His Life** November 8, 2003 \$7,500
Payable to: William Morris Agency, Inc.
 A magical, musical fantasy celebrating the life of John Lennon. In the intimacy of John Lennon's home recording studio while jamming with friends, the meaning and inspiration of John's legendary songs and music are revealed.
9. **Ann-Margaret** November 14, 2003 \$50,000
Payable to: Ann-Margaret Productions
 Ann-Margaret, one of the world's most glamorous superstars, comes to El Camino College with her cabaret show. Ann-Margaret has been nominated for 2 Academy Awards, 6 Emmys and has won 5 Golden Globe Awards.
10. **Opera A La Carte** November 15, 2003 \$21,500
Payable to: Opera A La Carte
 Opera A La Carte will be performing Gilbert and Sullivan's one-act play *Trial by Jury* and Sullivan's one-act play *The Zoo*.
11. **Ives Quartet with Jon Nakamatsu** November 21, 2003 \$7,000
Payable to: Ives Quartet - \$3,500
Payable to: Jon Nakamatsu - \$3,500
 The Ives Quartet continues to earn critical and popular acclaim for depth and diversity in their programming. They will be performing with Van Cliburn Gold Medal winner pianist Jon Nakamatsu.
12. **Rhapsody in Taps** November 23, 2003 \$8,000
Payable to: Rhapsody in Taps
 This Los Angeles-based touring company of dancers and musicians will be performing original repertoire to live jazz music.
13. **Robin Follman** December 13, 2003 \$6,500
Payable to: Robin Follman
 Robin Follman returns to El Camino with pianist Henri Venanzi. Also joining Ms. Follman are three singers from the young artists program at the Metropolitan Opera in New York in an evening of opera arias, duets and trios.
14. **Leahy** February 7, 2004 \$12,500.00
Payable to: Leahy Music, Inc.

This awe-inspiring nine-member pop Celtic brother and sister act from Canada are a whirlwind, triple threat of fiddle-driven music, dance and song augmented by keyboard and percussion.

15. **Moscow Festival Ballet** February 20, 2004 \$17,500
Payable to: Columbia Artists Management Inc.
Moscow Festival Ballet will be performing the time-honored classical ballet, *Swan Lake* with recorded music.
16. **Louie Beltran** February 28, 2004 \$3,500
Payable to: Louie Beltran
Louie Beltran and his orchestra perform an extensive repertoire of music from Brazilian style and Afro-Cuban rhythms. They blend R&B, Salsa, Reggae, Latin, Rock and Jazz into a stimulating show which draws the audience to their feet and compels them to remain there throughout the evening.
17. **Black Broadway** February 29, 2004 \$10,000
Payable to: The Jena Company
To celebrate Black History Month, Black Broadway will be coming to El Camino College to present songs from *Dream Girls*, *Ain't Misbehavin'*, *Porgy and Bess*, *Jelly's Last Jam*, *Five Guys Named Moe*, *Sophisticated Ladies* and more.
18. **Richard Ormrod** March 5, 2004 \$4,000
Payable to: Stanton Management
A 22-year old Welch pianist, Richard Ormrod will present an evening of solo classical piano for El Camino College patrons.
19. **Kitty Margolis** March 13, 2004 \$8,000
Payable to: Kitty Margolis (Underwritten by California Arts Council Grant of \$3,200.00)
Kitty Margolis is widely recognized as one of the most innovative and inspired jazz singers in jazz today. She has recorded with many of the greatest names in jazz, including Joe Henderson, Lionel Hampton and Roy Hargrove, to name a few.
20. **Sandy Duncan** March 19, 2004 \$15,000
Payable to: Sandy Duncan
This TV, movie and Broadway star will be coming to Marsee Auditorium presenting *Sandy Duncan Celebrates Broadway*.
21. **Taylor 2** March 26, 2004 \$10,000
Payable to: Paul Taylor Dance Foundation, Inc.
Performances by Taylor 2 reveal the broad spectrum of Paul Taylor. Critics and audiences cheer as Taylor 2 introduces athleticism, humor and range of emotions found in the work of Paul Taylor.

22. **Italian Saxophone Quartet** March 27, 2004 \$5,000
Payable to: Italian Saxophone Quartet
 Direct from Italy, these four gifted saxophonists perform a wide range of music. They have performed over 300 concerts around the world to critical acclaim.
23. **Richard III** March 28, 2004 \$13,000
Payable to: ICM Artists, Ltd.
 The New York City-based The Acting Company will be performing Shakespeare's *Richard III*.
24. **Cantus** April 2, 2004 \$7,500
Payable to: Herbert Barrett Management, Inc.
 With no member over the age of 25, this all-male vocal ensemble based out of Minneapolis has performed throughout the U.S. and abroad will present an evening of music for El Camino College.
25. **Antelope Valley Jazz Ensemble (Big Band)** April 3, 2004 \$7,500
Payable to: Antelope Valley Jazz Ensemble
 The Antelope Valley Jazz Ensemble will be performing big band tunes of Glenn Miller, Count Bassie, Woody Herman and others, along with original arrangements of international styles of music.
26. **Kathy Mattea** April 23, 2004 \$10,000
Payable to: Kathy Mattea
 Kathy Mattea, a country, folk and gospel singer, has always let her heart be her guide. This two-time Grammy winner will be performing her number one hits, and more.
27. **Brasil Brazil Show** April 25, 2004 \$4,500
Payable to: Berkeley Agency
 Featuring Brazilian singers, the Brasil Brazil Show is an invigorating, magical experience comprised of internationally renowned performers.
28. **Bruce Wood Dance Company** April 30, 2004 \$10,000
Payable to: Bruce Wood Dance Company
 The Bruce Wood Dance Company is returning to El Camino College. BWDE has presented 40 new pieces of work in five years.
29. **Chamber Orchestra of the South Bay** May 7, 2004 \$11,500
Payable to: Chamber Orchestra of the South Bay
 Van Cliburn Gold Medal Winner Olga Kern will be returning to El Camino College to perform with the Chamber Orchestra of the South Bay.

B. INSTRUCTIONAL FIELD TRIP – SPRING 2003

It is recommended that the Board approve Dr. Lloyd Sherman and students from Music 79abcd class (Varsity Band) to participate in the Wine Country Community Band Festival in Temecula, California, on 31 May 2003. The pep band raised \$1,400 to cover the cost of a chartered bus so there will be no cost to the District.

C. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2003-2004 ACADEMIC YEAR

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

FINE ARTS DIVISION

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

Current Status/Proposed Change

1. Art 4 – History of Western Art – 19th and 20th Centuries Nineteenth Century to Contemporary Times

~~A study~~ This course is a survey of the developmental patterns of history, development, and evolution of painting, sculpture, architecture, ~~sculpture~~ photography, and related arts forms of the 19th, and 20th, and 21st centuries. ~~Students will explore the relationships between the art and the accelerating changes in the~~ Artworks, art movements, and art styles are studied in relation to relevant social, political, philosophical, and technological conditions of the last two centuries. ~~Illustrated with slides, films, videos and prints~~ factors and the accelerating changes that characterize the modern era.

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

1. Art 4L – History of Western Art Gallery Attendance Laboratory

Current Status/Proposed Change

~~This course includes gallery attendance at selected~~ Students will attend art exhibitions/presented in the El Camino College Art Gallery and/or Artist-in-Residency events related to Art 4 offered by the ~~South Bay~~ El Camino College Center for the Arts.

2. Art 5A – History of Asian Art – India and Southeast Asia

Current Status/Proposed Change

~~Survey of Indian art from the~~ This course surveys the arts of India and Southeast Asia from their earliest beginnings in Indus Valley cultures ~~to~~ through the 18th century- with an ~~Emphasis on Buddhist and Hindu art forms, and the interplay of Eastern and Western~~ cultures Key artworks are studied in relation to historical, cultural, and religious contexts.

3. Music 2A – Sightsinging

Current Status/Proposed Change

~~Introduction to essential~~ This course develops fundamental skills for reading and singing music at sight. ~~Identification and oral interpretation of basic music~~ This includes pitch and rhythm notation, key signatures, intervals, major and rhythmic patterns; singing minor modes, and melodies, ~~of simple to moderate difficulty.~~ Class assignments will incorporate exercises in sightsinging, including melodic and rhythmic dictation.

4. Music 20Labcd – Music Production Workshop Performance Laboratory

Current Status/Proposed Change

~~Laboratory for~~ Students will attend the laboratory for additional hours as required in Music 20abcd relating to elements of performance including, but not limited to, additional rehearsal time, participation in public performance; and/or observation of performance through concert attendance at selected musical events at El Camino College offered by the El Camino College Center for the Arts.

5. Music 47ab – Beginning Guitar

Current Status/Proposed Change

The ~~This~~ course ~~involves~~ introduces techniques for playing the guitar including holding, stringing, tuning, and fingering. ~~the guitar, playing techniques,~~ Emphasis will be placed on learning music notation, ~~reading guitar~~ the fundamentals of music, and the playing of simple melodies, chords, ~~construction~~ and accompaniment patterns.

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

1. Music 20abcd – Music Production Workshop

Current Status/Proposed Change

Corequisite: Music 20Labcd

Recommended Preparation: ~~Students must be able to sing a harmony part and match pitch. The ability to dance and act is ultimately necessary.~~

Enrollment Limitation: ~~a~~ Audition. Students must be able to match pitch and sing a harmony part.

~~This course offers the~~ Opportunity to participate in ~~the annual~~ a musical theatre production as a member of the chorus or as a soloist. ~~Singers in the musical will perform in this production for at least two weekends following rehearsal.~~

D. SABBATICAL LEAVE OF ABSENCE – 2003/2004

It is recommended that the Board approve Dr. Donna Grogan for a Sabbatical Leave of Absence during the Fall 2003 semester. Dr. Grogan was determined as an alternate and as such, she will be replacing Ms. Sue Oda-Omori, who is delaying her Spring 2004 sabbatical to Spring 2005 in order that she may assist the division in the potential loss of student counseling appointments due to another counselor receiving a sabbatical during the same semester.

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. COMMUNITY EDUCATION PROGRAM – SPRING 2003

It is recommended that the Board approved the following change in instructors for the Community Education Program for Spring 2003.

3/11-4/8 High Performance Teams ~~Harris, Shirley~~ Casper, Jared

B. COMMUNITY EDUCATION PROGRAM – SUMMER 2003

It is recommended that the Board approve the following Community Education courses for the Summer 2003 Community Education Program as shown on pages 5-14. It is further recommended that payment to the instructor for the classes be based on specifications in the contract. The selected option is negotiated with the instructor or trainer and is spelled out in each individual's contract. The options are: 1) a 50-50 split revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; 2) a percentage split of revenue; or, 3) an hourly rate deemed appropriate by mutual agreement.

C. GRANT - ACCEPTANCE

It is recommended that the Board approve acceptance of the following grant:

Department of Education – Business and International Education Program: Export Enabler Program. El Camino College proposed a two-year Export Enabler Program to increase U.S. exports by firms not now exporting. The 7-step Export Enabler Program will proactively identify, recruit, train and develop potential exporters. This client-specific program will offer a customized regimen to enable each participant to achieve new, increased and self-sustaining export sales, by: 1) Increasing structural capacity and readiness to export (needs assessment, readiness training); 2) Developing new or additional export markets (market identification, assessment and entry planning); 3) Establishing sales/distribution networks in target markets (promotion, rep-find and sales support).

Amount of Grant Funding from Granting Agency	\$ 75,000
Amount of College Match (In-kind)	<u>\$115,169</u>
Total Amount of Grant	\$190,169
Indirect Rate (\$5,555.52) (8%)	
Performance Period: July 1, 2003 through June 30, 2004	

D. BOARD POLICY 7400 – TRAVEL – SECOND READING AND ADOPTION

It is recommended that the Board receive for First Reading Board Policy 7400 - Travel, as shown on page 15-17.

E. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board approve employment for the following temporary Casual employees as shown on pages 2-4.

1. Mr. Renny Lloyd Bowden—Professional II, \$34.00 per hour, sixteen hours per week as needed, effective May 20 through June 30, 2003, Community Advancement, Student and Community Advancement Area, to teach the Basic Firefighting Course in the Coast Guard sponsored Standards for Training, Certification, and Watch Keeping Program (STCW) Basic Firefighting Course, funded by STCW program income.
2. Ms. Carla Chavarria – Paraprofessional, salary to be corrected from \$13.00 to \$14.50 per hour, three to four days per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective April 22, 2003 through June 30, 2003, to provide administrative support to the El Camino College Language Academy, funded by El Camino Language Academy. (Previously Board Approved March 10, 2003).
3. Ms. Angela Farthing--correcting job title and salary Board from Program Assistant I, \$8.00 per hour to Program Assistant II, \$9.00 per hour, Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide general office assistance in Admissions and Records, funded by District funds. (Previously Board approved march 10, 2003).
4. Mr. Steve Garcia--Summer Camp Director, \$25.00 per hour, one day only, 3.5 hours, Health Sciences and Athletics, Academic Affairs Area, June 25, 2003, to run the Summer High School Passing League Program, funded by fees from the program.
5. Mr. David Jackson--House Staff I, \$7.00 per hour, hours to be arranged as needed, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to perform duties of an usher and/or ticket taker for Center for the Arts events, funded by District funds.
6. Mr. Andre-David Kahwach--correcting job title and salary from Tutor IV \$11.50 per hour, to Tutor V, \$13.50 per hour, five days per week, three hours per day, Learning Resources Unit, Academic Affairs Area, effective March 3 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District funds. (Previously Board approved March 10, 2003).
7. Mr. Edward Lalonde--Professional II, \$32.00 per hour, hours and days to be scheduled as needed, Industry and Technology, Academic Affairs Area, effective May 20 through June 30, 2003, to provide law enforcement training at the South Bay Regional Skills Center: Firearms Training System, Defensive Driving, and Skid Car, funded by a contract with the Skills Center.

8. Ms. Rachel Mack--promotion to Teacher's Assistant II, \$7.00 per hour, hours and days to be arranged as needed, not to exceed thirty-five hours per week, Special Resource Center, Academic Affairs Area, effective May 20 through June 30, 2003, to provide accommodation for students with disabilities, funded by Disabled Student Programs and Services funds.
9. Mr. Alejandro Perez--promotion to Interpreter IV, \$24.25 per hour, hours and days to be arranged as needed, Special Resource Center, Academic Affairs Area, effective May 20 through June 30, 2003, to provide accommodation for students with disabilities, funded by Disabled Student Programs and Services funds.
10. Ms. Nancy Pruitt--Professional I, \$27.50 per hour, hours and days per week to be arranged as needed, not to exceed sixteen hours per week, Health Sciences and Athletics, Academic Affairs Area, effective March 1 through June 7, 2003 to provide the required registered nurse to student ratio for Nursing student check-off, funded by District funds.
11. Mr. Humberto Sanchez--Paraprofessional, correcting salary from \$12.00 per hour to \$15.00 per hour, fifteen hours per week, two days per week, Health Sciences and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to supervise students, develop exercise training programs, and maintain attendance records for the Fitness Center, funded by District funds. (Previously Board approved March 10, 2003).
12. Mr. Humberto Sanchez--Paraprofessional, correcting salary from \$17.50 to \$17.75 per hour, two days per week, fifteen hours per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to perform comprehensive fitness assessments, develop fitness profiles, and assist with exercise prescriptions, funded by District funds. (Previously Board approved April 21, 2003).
13. Ms. Patricia Stierle--Professional I, \$27.50 per hour, two days per week, eight hours per day, Health Sciences and Athletics, Academic Affairs Area, effective May 24 through June 7, 2003 to provide the required registered nurse to student ratio for Nursing student check-off, funded by District funds.
14. Mr. Bryan Wilson--Professional I, \$27.50 per hour, two days per week, eight hours per day, Health Sciences and Athletics, Academic Affairs Area, effective May 24 through June 7, 2003 to provide the required registered nurse to student ratio for Nursing student check-off, funded by District funds.
15. Ms. Nabila Zaidi--Paraprofessional, change of salary from \$11.00 per hour to \$13.00 per hour, five days per week, eight hours per day, effective May 20 through June 30, 2003, to provide administrative support to the Small Business Development Center, funded by Small Business Administration/California Trade and Commerce Agency funds. (Previously Board approved March 10, 2003).

16. The following individuals to work as Summer Camp Coach, \$12.00 per hour, forty hours per week, Health Sciences and Athletics, Academic Affairs Area, revising effective date from June 24- June 30, 2003 to June 23 - 27, 2003, to provide instruction for the Summer Youth Baseball Camp Program, funded by fees from the program. (Previously Board approved April 21, 2003).

Scott Hild

Shane Schumaker

Community Education Summer 2003

** ECC
employee

Title	Instructor	First	Day	Start	End	Add'l Dates	Room
Natural A's	Adney, Curtis	1	7/15	Tues	9:00 AM	12:00 PM	Artb311
Yoga, Beginning	Anderson, David	12	6/21	Sat	10:30 AM	12:00 PM	thru 9/13, no class 7/5 PE2
Get Wired--Make Your Own Jewelry	Barrera, Debbie	2	7/8	Tues	6:30 PM	9:30 PM	7/15 Artb305
Watercolor Painting	Beuoy, Jean	7	7/19	Sat	9:00 AM	11:30 AM	7/26,8/2,9,16,23,30 Art15
HTBecome Special Event Planner	Binder, Farla	1	7/24	Thur	6:30 PM	9:30 PM	SS105
Manager's Guide to Human Behavior	Casper, Jared	5	7/10	Thur	6:30 PM	9:30 PM	thru 8/7 SS109
Dealing with Anger	Collins, Beverly	1	7/16	Wed	6:30 PM	9:30 PM	SS205
Healing w/ Essential Oils	Collins, Beverly	3	7/14	Mon	6:30 PM	9:30 PM	thru 7/28 Artb305
Sci Camp-Wow, That's Science	Destination Science	5	7/21	M-F	9:00 AM	3:30 PM	thru 7/25 StuActEast
SciCamp-Robo World Tech Lab	Destination Science	5	7/7	M-F	9:00 AM	3:30 PM	thru 7/11 StuActEast
SciCamp-Robo World Tech Lab	Destination Science	5	7/28	M-F	9:00 AM	3:30 PM	thru 8/1 StuActEast
SciCamp-Zero G Rocketry	Destination Science	5	7/14	M-F	9:00 AM	3:30 PM	thru7/18 StuActEast
Take a Walk w/Bill-Shakespear that is	Dongell, Robert	1	7/26	Sat	9:00 AM	12:00 PM	SS112
HT Study Smarter not Harder	Douglas, Lee	1	7/12	Sat	11:00 AM	12:30 PM	SS104
Listen Skills/Better Grades	Douglas, Lee	1	8/9	Sat	11:00 AM	12:30 PM	SS104
Test Taking Tips & Techniques	Douglas, Lee	2	7/19	Sat	11:00 AM	12:30 PM	7/26 SS104
A to Z Grantwriting	Ed to Go	12	6/18	W,F			thru 7/25 online
A to Z Grantwriting	Ed to Go	12	7/9	W,F			thru 8/15 online
A to Z Grantwriting	Ed to Go	12	8/6	W,F			thru 9/12 online
Accounting Fundamentals	Ed to Go	12	6/18	W,F			thru 7/25 online
Accounting Fundamentals	Ed to Go	12	7/9	W,F			thru 8/15 online
Accounting Fundamentals	Ed to Go	12	8/6	W,F			thru 9/12 online
Administrative Asst. Fund.	Ed to Go	12	6/18	W,F			thru 7/25 online
Administrative Asst. Fund.	Ed to Go	12	7/9	W,F			thru 8/15 online
Administrative Asst. Fund.	Ed to Go	12	8/6	W,F			thru 9/12 online

Title	Day	Start	End	Instr	Additional Days	Room	Mtgs	First
Basic A+ Certification Prep		Ed to Go	12	6/18	W,F		thru 7/25	online
Basic A+ Certification Prep		Ed to Go	12	7/9	W,F		thru 8/15	online
Basic A+ Certification Prep		Ed to Go	12	8/6	W,F		thru 9/12	online
Debt Elimination Techniques that work		Ed to Go	12	6/18	W,F		thru 7/25	online
Debt Elimination Techniques that work		Ed to Go	12	7/9	W,F		thru 8/15	online
Debt Elimination Techniques that work		Ed to Go	12	8/6	W,F		thru 9/12	online
Digital Photography Output!		Ed to Go	12	6/18	W,F		thru 7/25	online
Digital Photography Output!		Ed to Go	12	7/9	W,F		thru 8/15	online
Digital Photography Output!		Ed to Go	12	8/6	W,F		thru 9/12	online
Discover Digital Photography		Ed to Go	12	6/18	W,F		thru 7/25	online
Discover Digital Photography		Ed to Go	12	7/9	W,F		thru 8/15	online
Discover Digital Photography		Ed to Go	12	8/6	W,F		thru 9/12	online
Effective Business Writing		Ed to Go	12	6/18	W,F		thru 7/25	online
Effective Business Writing		Ed to Go	12	7/9	W,F		thru 8/15	online
Effective Business Writing		Ed to Go	12	8/6	W,F		thru 9/12	online
Fund. Of Technical Writing		Ed to Go	12	6/18	W,F		thru 7/25	online
Fund. Of Technical Writing		Ed to Go	12	7/9	W,F		thru 8/15	online
Fund. Of Technical Writing		Ed to Go	12	8/6	W,F		thru 9/12	online
Grammar Refresher		Ed to Go	12	6/18	W,F		thru 7/25	online
Grammar Refresher		Ed to Go	12	7/9	W,F		thru 8/15	online
Grammar Refresher		Ed to Go	12	8/6	W,F		thru 9/12	online

Title	End	Additional days	Instr	Mtgs	Room	First	Day	Start
Intro to Business Analysis	Ed to Go	12	6/18	W,F			thru 7/25	online
Intro to Business Analysis	Ed to Go	12	7/9	W,F			thru 8/15	online
Intro to Business Analysis	Ed to Go	12	8/6	W,F			thru 9/12	online
Introduction to Adobe Acrobat	Ed to Go	12	6/18	W,F			thru 7/25	online
Introduction to Adobe Acrobat	Ed to Go	12	7/9	W,F			thru 8/15	online
Introduction to Adobe Acrobat	Ed to Go	12	8/6	W,F			thru 9/12	online
Introduction to Dreamweaver 4	Ed to Go	12	6/18	W,F			thru 7/25	online
Introduction to Dreamweaver 4	Ed to Go	12	7/9	W,F			thru 8/15	online
Introduction to Dreamweaver 4	Ed to Go	12	8/6	W,F			thru 9/12	online
Introduction to Networking	Ed to Go	12	6/18	W,F			thru 7/25	online
Introduction to Networking	Ed to Go	12	7/9	W,F			thru 8/15	online
Introduction to Networking	Ed to Go	12	8/6	W,F			thru 9/12	online
Introduction to Oracle	Ed to Go	12	6/18	W,F			thru 7/25	online
Introduction to Oracle	Ed to Go	12	7/9	W,F			thru 8/15	online
Introduction to Oracle	Ed to Go	12	8/6	W,F			thru 9/12	online

Title End	Additional Days	Instr Room	Mtgs	First Day	Start
Introduction to SQL	Ed to Go	12	6/18	W,F	thru 7/25 online
Introduction to SQL	Ed to Go	12	7/9	W,F	thru 8/15 online
Introduction to SQL	Ed to Go	12	8/6	W,F	thru 9/12 online
Introduction to Visual Basic 6.0	Ed to Go	12	6/18	W,F	thru 7/25 online
Introduction to Visual Basic 6.0	Ed to Go	12	7/9	W,F	thru 8/15 online
Introduction to Visual Basic 6.0	Ed to Go	12	8/6	W,F	thru 9/12 online
Introduction to XML	Ed to Go	12	6/18	W,F	thru 7/25 online
Introduction to XML	Ed to Go	12	7/9	W,F	thru 8/15 online
Introduction to XML	Ed to Go	12	8/6	W,F	thru 9/12 online
Medical Terminology	Ed to Go	12	6/18	W,F	thru 7/25 online
Medical Terminology	Ed to Go	12	7/9	W,F	thru 8/15 online
Medical Terminology	Ed to Go	12	8/6	W,F	thru 9/12 online
ProjMgmt1:Intro/Over iew	Ed to Go	12	6/18	W,F	thru 7/25 online
ProjMgmt1:Intro/Over iew	Ed to Go	12	7/9	W,F	thru 8/15 online
ProjMgmt1:Intro/Over iew	Ed to Go	12	8/6	W,F	thru 9/12 online
ProjMgmt2:Planning , Execution, Control	Ed to Go	12	6/18	W,F	thru 7/25 online
ProjMgmt2:Planning , Execution, Control	Ed to Go	12	7/9	W,F	thru 8/15 online
ProjMgmt2:Planning , Execution, Control	Ed to Go	12	8/6	W,F	thru 9/12 online
ProjMgmt3:Technique s	Ed to Go	12	6/18	W,F	thru 7/25 online
ProjMgmt3:Technique s	Ed to Go	12	7/9	W,F	thru 8/15 online
ProjMgmt3:Technique s	Ed to Go	12	8/6	W,F	thru 9/12 online
ProjMgmt4:Human Element	Ed to Go	12	6/18	W,F	thru 7/25 online
ProjMgmt4:Human Element	Ed to Go	12	7/9	W,F	thru 8/15 online
ProjMgmt4:Human Element	Ed to Go	12	8/6	W,F	thru 9/12 online
ProjMgmt5:Putting It Together	Ed to Go	12	6/18	W,F	thru 7/25 online
ProjMgmt5:Putting It Together	Ed to Go	12	7/9	W,F	thru 8/15 online
ProjMgmt5:Putting It Together	Ed to Go	12	8/6	W,F	thru 9/12 online

Title	End	Additional Days	Instr	Mtgs	Room	First	Day	Start
Secrets of Better Photography	Ed to Go	12	6/18	W,F				thru 7/25 online
Secrets of Better Photography	Ed to Go	12	7/9	W,F				thru 8/15 online
Secrets of Better Photography	Ed to Go	12	8/6	W,F				thru 9/12 online
Speed Spanish	Ed to Go	12	6/18	W,F				thru 7/25 online
Speed Spanish	Ed to Go	12	7/9	W,F				thru 8/15 online
Speed Spanish	Ed to Go	12	8/6	W,F				thru 9/12 online
Understanding the HR Function	Ed to Go	12	6/18	W,F				thru 7/25 online
Understanding the HR Function	Ed to Go	12	7/9	W,F				thru 8/15 online
Understanding the HR Function	Ed to Go	12	8/6	W,F				thru 9/12 online
Various	Ed to Go	12	TBD					TBD online
Additional sections of "Ed to Go" to be added as needed								
Write Like a Pro	Ed to Go	12	6/18	W,F				thru 7/25 online
Write Like a Pro	Ed to Go	12	7/9	W,F				thru 8/15 online
Write Like a Pro	Ed to Go	12	8/6	W,F				thru 9/12 online

Title	Instr	Mtgs	First	Day	Start	End	Additional Days	Room
Creative Writing-School & Fun	Elrod, Michele	11	6/30	M-Th	10:30 AM	11:45 AM	thru 7/17	SS205
Creative Writing-School & Fun	Elrod, Michele	11	7/21	M-Th	9:00 AM	10:15 AM	thru 8/6	SS205
Math Basics	Elrod, Michele	11	6/30	M-Th	9:00 AM	10:15 AM	thru 7/17	SS205
Math Basics	Elrod, Michele	11	7/21	M-Th	12:45 PM	2:00 PM	thru 8/6	SS205
Writing an "A" Report	Elrod, Michele	11	6/30	M-Th	12:45 PM	2:00 PM	thru 7/17	SS205
Writing an "A" Report	Elrod, Michele	11	7/21	M-Th	10:30 AM	11:45 AM	thru 8/6	SS205
Bkping: Balance Sheet Analysis	Farmer, Kevin	1	7/23	Wed	6:30 PM	9:30 PM		SS204
Bkping: Income Statement Analysis	Farmer, Kevin	1	7/16	Wed	6:30 PM	9:30 PM		SS204
Bkping: Journals & G/L Posting	Farmer, Kevin	1	7/9	Wed	6:30 PM	9:30 PM		SS204
Quickbooks	Farmer, Kevin	2	7/30	Wed	6:30 PM	9:30 PM	8/6	Bus 10
Self-Hyp for Self Improvement	Genco, Frank	1	7/14	Mon	7:00 PM	9:30 PM		SS109
Nego1:Art of Getting What You Want	Georgen, Pearl	1	7/8	Tues	6:30 PM	9:30 PM		SS105
Nego2:How to Talk, What to Say	Georgen, Pearl	1	7/15	Tues	6:30 PM	9:30 PM		SS105
Nego3:Mastery of the Art	Georgen, Pearl	1	7/22	Tues	6:30 PM	9:30 PM		SS105
Nego4:Resolving Critical Issues	Georgen, Pearl	1	7/29	Tues	6:30 PM	9:30 PM		SS105
Nego5:Secrets of Effective Persuasion	Georgen, Pearl	1	8/5	Tues	6:30 PM	9:30 PM		SS105
Nego6:Power Strategies	Georgen, Pearl	1	8/12	Tues	6:30 PM	9:30 PM		SS105
Nego7:Multiplying Effectiveness	Georgen, Pearl	1	8/14	Thur	6:30 PM	9:30 PM		SS105
Instant Piano	Hardman, Patrick	1	6/28	Sat	1:00 PM	4:00 PM		Bus5
Keyboards Kool & Kwik	Hardman, Patrick	1	6/28	Sat	9:00 AM	12:00 PM		Bus5
Algebra 1	Hines, Fred	4	8/11	M-Th	2:00 PM	4:00 PM	thru 8/14	SS109
Algebra 1, Part A	Hines, Fred	11	6/30	M-Th	12:45 PM	2:00 PM	thru 7/17	Adm202
Algebra 1, Part B	Hines, Fred	11	7/21	M-Th	12:45 PM	2:00 PM	thru 8/6	Adm202
Algebra 2, Part A	Hines, Fred	11	6/30	M-Th	3:45 PM	5:00 PM	thru 7/17	Adm202
Algebra 2, Part B	Hines, Fred	11	7/21	M-Th	3:45 PM	5:00 PM	thru 8/6	Adm202
Geometry	Hines, Fred	4	8/11	M-Th	4:15 PM	6:15 PM	thru 8/14	SS109
Geometry, Part A	Hines, Fred	11	6/30	M-Th	5:15 PM	6:30 PM	thru 7/17	Adm202
Geometry, Part B	Hines, Fred	11	7/21	M-Th	5:15 PM	6:30 PM	thru 8/6	Adm202
Pre-Algebra	Hines, Fred	4	8/11	M-Th	11:15 AM	1:15 PM	thru 8/14	SS109
Pre-Algebra, Part A	Hines, Fred	11	6/30	M-Th	10:30 AM	11:45 AM	thru 7/17	Adm202
Pre-Algebra, Part A	Hines, Fred	11	6/30	M-Th	2:15 PM	3:30 PM	thru 7/17	Adm202
Pre-Algebra, Part B	Hines, Fred	11	7/21	M-Th	2:15 PM	3:30 PM	thru 8/6	Adm202
Pre-Algebra, Part B	Hines, Fred	11	7/21	M-Th	10:30 AM	11:45 AM	thru 8/6	Adm202
SAT Prep	Hines, Fred	4	9/6	Sat	10:00 AM	1:00 PM	thru 9/27	SS104

Title	Instr	Mtgs	First	Day	Start	End	Additional Days	Room
2-Day Film School Crash Course	Hollywood Film Inst.	2	8/2	Sat	9:00 AM	6:00 PM	8/3	Biz
Strat 4 Saving 4 Child College	Intriago, Vickie	1	7/16	Wed	7:00 PM	9:30 PM		SS109
Small Bus: Bus Plan	J & B Financial	1	7/23	Wed	6:30 PM	9:30 PM		SS104
Small Bus: Business Overview	J & B Financial	1	7/9	Wed	6:30 PM	9:30 PM		SS104
Small Bus: Finances/Record Keeping	J & B Financial	1	8/6	Wed	6:30 PM	9:30 PM		SS104
Small Bus: Mktg, Sales, Promo	J & B Financial	1	7/30	Wed	6:30 PM	9:30 PM		SS104
Small Bus: Oper & Mgmt	J & B Financial	1	7/16	Wed	6:30 PM	9:30 PM		SS104
HTBe Good with Names	Korn, Jeff	1	7/19	Sat	10:00am	12:00pm		SS105
Secrets to Simplifying Your Life	Koze, John	1	7/15	Tues	6:30 PM	9:30 PM		SS109
Real Estate Appraisal	Levitan, Les	1	7/16	Wed	6:30 PM	9:30 PM		SS111
Tai Chi Chuan	Liu, Benny	5	6/28	Sat	9:00 AM	10:15 AM	thru 8/2	PE233
Tai Chi Chuan	Liu, Benny	5	8/16	Sat	9:00 AM	10:15 AM	thru 9/13, no class 7/5	PE233
Creative Writing- School & Fun	Loy, Alexandria	11	6/30	M-Th	2:15 PM	3:30 PM	thru 7/17	Adm203
Creative Writing- School & Fun	Loy, Alexandria	11	7/21	M-Th	3:45 PM	5:00 PM	thru 8/6	Adm203
Great Grammar/Great Grades	Loy, Alexandria	11	6/30	M-Th	3:45 PM	5:00 PM	thru 7/17	Adm203
Great Grammar/Great Grades	Loy, Alexandria	11	7/21	M-Th	2:15 PM	3:30 PM	thru 8/6	Adm203
Study Skills for Success	Loy, Alexandria	11	6/30	M-Th	12:45 PM	2:00 PM	thru 7/17	Adm203
Study Skills for Success	Loy, Alexandria	11	7/21	M-Th	10:30 AM	11:45 AM	thru 8/6	Adm203
Study Skills for Success	Loy, Alexandria	4	8/11	M-Th	2:00 PM	4:00 PM	thru 8/14	SS108
Writer's Camp	Loy, Alexandria	4	8/11	M-Th	11:15 AM	1:15 PM	thru 8/14	SS108
Writer's Camp	Loy, Alexandria	4	8/11	M-Th	9:00 AM	11:00 AM	thru 8/14	SS108
Writing an "A" Report	Loy, Alexandria	11	6/30	M-Th	10:30 AM	11:45 AM	thru 7/17	Adm203
Writing an "A" Report	Loy, Alexandria	11	7/21	M-Th	12:45 PM	2:00 PM	thru 8/6	Adm203
Basic Math, Part A	Lugo, Mary	11	6/30	M-Th	10:30 AM	11:45 AM	thru 7/17	SS109
Basic Math, Part B	Lugo, Mary	11	7/21	M-Th	10:30 AM	11:45 AM	thru 8/6	SS109
Great Grammar/Great Grades	Lugo, Mary	11	6/30	M-Th	12:45 PM	2:00 PM	thru 7/17	SS109
Great Grammar/Great Grades	Lugo, Mary	11	7/21	M-Th	12:45 PM	2:00 PM	thru 8/6	SS109

Title	Start	End	Additional Days	Instr	Room	Mtgs	First	Day
Spelling/Vocab Improvement	Lugo, Mary	11	6/30	M-Th	2:15 PM	3:30 PM	thru 7/17	SS109
Spelling/Vocab Improvement	Lugo, Mary	11	7/21	M-Th	3:45 PM	5:00 PM	thru 8/6	SS109
Study Skills for Success	Lugo, Mary	11	6/30	M-Th	3:45 PM	5:00 PM	thru 7/17	SS109
Study Skills for Success	Lugo, Mary	11	7/21	M-Th	2:15 PM	3:30 PM	thru 8/6	SS109
Yoga, Intermediate	Market, Simone	12	6/21	Sat	9:00 AM	10:15 AM	thru 9/13, no class 7/5	PE2
Let's Spell It Right	Memory School	1	8/13	Wed	1:00 PM	4:00 PM		SS104
Memory Power/Study Skills	Memory School	1	8/14	Thur	1:00 PM	4:00 PM		SS104
Voice Overs: HT be Heard and Not Seen	Meza, Aaron	1	7/16	Wed	6:30 PM	9:30 PM		SS105
Introduction to Dreamweaver	Mobile-Act LLC	1	7/26	Sat	9:00 AM	4:00 PM		BTC
Introduction to Flash	Mobile-Act LLC	1	8/2	Sat	9:00 AM	4:00 PM		BTC
Introduction to PhotoShop	Mobile-Act LLC	2	7/13	Sun	10:00 AM	3:30 PM	7/20	TA251
Medical Terminology	Moore, Jo **	6	7/15	TTh	6:30 PM	9:30 PM	7/17, 22, 24, 29, 31	SS104
HT Become a Mystery Shopper	Moran, Elaine	1	8/9	Sat	9:00 AM	1:00 PM		SS105
Part-time Jobs for Fun & \$\$	Moran, Elaine	1	8/9	Sat	2:30 PM	5:30 PM		SS105
Belly Dancing	Nakano, Jeane	6	7/12	Sat	10:30 AM	12:00 PM	thru 8/16	PE233
Become a Cert. Loan Signing Agent	Notary Public Sem	1	8/24	Sun	9:00 AM	4:00 PM		SS104
Become a Notary Public in 8 hrs	Notary Public Sem	3	8/4	M,W	6:30 PM	9:30 PM	8/6; 8/9--Sat, 9-11am	SS106
Finding Your Perfect College	Pena-Alanis, Lourdes	1	7/12	Sat	11:00 AM	1:00 PM		
Boost Your Memory Power NOW!	Porter, Alfred	1	7/26	Sat	9:00 AM	1:00 PM		SS105
Figure Drawing from Life	Quagliozi, Lisa	5	6/30	Mon	6:30 PM	9:30 PM	thru 7/28	Artb209
Landscape Painting with Oils	Quagliozi, Lisa	5	7/19	Sat	10:00 AM	1:00 PM	thru 8/16	Artpatio
The Artists Palette	Quagliozi, Lisa	5	6/25	Wed	6:30 PM	9:30 PM	thru 7/23	Artb215
Earn Big \$ as Freelance Bookkeeper	Railsback, Sherrie	1	7/1	Tues	6:30 PM	9:30 PM		SS104
Move to Head of Class	Railsback, Sherrie	2	6/30	M,W	1:00 PM	4:00 PM	7/2	SS207
Dance Camp (Gr 4-5)	Ray, Dorothy **	7	6/30	M-Th	2:00 PM	2:50 PM	thru 7/10	PE233
Dance Camp (Gr 4-5)	Ray, Dorothy **	8	7/14	M-Th	2:00 PM	2:50 PM	thru 7/24	PE233
Dance Camp (Gr3)	Ray, Dorothy **	7	6/30	M-Th	1:00 PM	1:50 PM	thru 7/10	PE233
Dance Camp (Gr3)	Ray, Dorothy **	8	7/14	M-Th	1:00 PM	1:50 PM	thru 7/24	PE233

Title	Instr	Mtgs	First	Day	Start	End	Additional Days	Room
Profiting w/Fixer Uppers w/orw/o the work	Reddick, Marshall	1	6/21	Sat	9:00 AM	3:30 PM	opt tour 3:30-5:30	SS106
Turn \$4000 into Millions	Reddick, Marshall	1	9/7	Sun	9:00 AM	3:30 PM	opt tour 3:30-5:30	Bus2
Algebra 1, Part A	Richards, Mark	11	6/30	M-Th	9:00 AM	10:15 AM	thru 7/17	Adm209
Algebra 1, Part B	Richards, Mark	11	7/21	M-Th	9:00 AM	10:15 AM	thru 8/6	Adm209
Algebra 2, Part A	Richards, Mark	11	6/30	M-Th	10:30 AM	11:45 AM	thru 7/17	Adm209
Algebra 2, Part B	Richards, Mark	11	7/21	M-Th	10:30 AM	11:45 AM	thru 8/6	Adm209
Geometry, Part A	Richards, Mark	11	6/30	M-Th	12:45 PM	2:00 PM	thru 7/17	Adm209
Geometry, Part B	Richards, Mark	11	7/21	M-Th	12:45 PM	2:00 PM	thru 8/6	Adm209
Reading & Math Clinics	SCRM	4	7/7	M-Th	9:00 AM	11:00 AM	thru 7/31	offcampus
Reading & Math Clinics	SCRM	4	7/7	M-Th	11:00 AM	1:00 PM	thru 7/31	offcampus
Reading & Math Clinics	SCRM	4	7/7	M-Th	3:30 PM	5:30 PM	thru 7/31	offcampus
Reading & Math Clinics	SCRM	4	7/7	M-Th	5:30 PM	7:30 PM	thru 7/31	offcampus
Reading & Math Clinics	SCRM	4	8/4	M-Th	9:00 AM	11:00 AM	thru 8/28	offcampus
Reading & Math Clinics	SCRM	4	8/4	M-Th	11:00 AM	1:00 PM	thru 8/28	offcampus
Reading & Math Clinics	SCRM	4	8/4	M-Th	3:30 PM	5:30 PM	thru 8/28	offcampus
Reading & Math Clinics	SCRM	4	8/4	M-Th	5:30 PM	7:30 PM	thru 8/28	offcampus
Reading & Math Clinics	SCRM	4	9/8	M-Th	9:00 AM	11:00 AM	thru 10/2	offcampus
Reading & Math Clinics	SCRM	4	9/8	M-Th	11:00 AM	1:00 PM	thru 10/2	offcampus
Reading & Math Clinics	SCRM	4	9/8	M-Th	3:30 PM	5:30 PM	thru 10/2	offcampus
Reading & Math Clinics	SCRM	4	9/8	M-Th	5:30 PM	7:30 PM	thru 10/2	offcampus
Conv. Spanish-Intermediate 2	Shimko, Celina	6	7/15	TTh	7:00 PM	9:00 PM	7/17,22,24,29,31	SS205
Getting Started in Digital Photography	Shoemaker, Parry	1	8/2	Sat	9:00 AM	1:00 PM		SS104
Basic Massage	Shozuya Kung Fu	8	6/21	Sat	3:00 PM	4:00 PM	thru 8/9	Shozuya Studio
Basic Massage	Shozuya Kung Fu	8	6/22	Sun	12:30 PM	1:30 PM	thru 8/10	Shozuya Studio
Tai Chi--Beginning	Shozuya Kung Fu	8	6/21	Sat	1:30 PM	2:30 PM	thru 8/9	Shozuya Studio
Tai Chi--Beginning	Shozuya Kung Fu	8	6/22	Sun	12:30 PM	1:30 PM	thru 8/10	Shozuya Studio
C-Best Prep & Review	Steiman, Henry	3	7/12	Sat	9:00 AM	4:00 PM	7/19, 7/26	SS109
C-Best Prep--Math Only	Steiman, Henry	1	7/26	Sat	9:00 AM	4:00 PM		SS109

Title	Instr	Mtgs	First	Day	Start	End	Additional Days	Room
Basic Beading	Williams, Sharon	1	7/12	Sat	9:30 PM	12:30 PM	7/12	SS105
Spelling/Vocab Improvement	Winklepleck, Jamie	11	6/30	M-Th	9:00 AM	10:15 AM	thru 7/17	MU133
Spelling/Vocab Improvement	Winklepleck, Jamie	11	7/21	M-Th	9:00 AM	10:15 AM	thru 8/6	MU133
Life Drawing Marathons	LifePainting.com	1	6/29	Sun	10:00 AM	5:00 PM		Arb205,9
Life Drawing Marathons	LifePainting.com	1	7/27	Sun	10:00 AM	5:00 PM		Arb205,9
Life Drawing Marathons	LifePainting.com	1	8/24	Sun	10:00 AM	5:00 PM		Arb205,9

** ECC employee

BOARD POLICY 7400

TRAVEL

El Camino Community College District encourages employees to attend conferences, meetings, and activities that will promote their professional growth. These professional growth activities should be related to the educational and professional changes and innovations of the employees' positions, their divisions/departments, and the mission and goals of the college.

In accordance with this philosophy, the Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

In addition, the Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. These shall include procedures regarding the authorization of expenses, advancement of funds, and reimbursement, in accordance with the relevant bargaining unit agreements.

The Board must approve all travel outside the United States in advance.

El Camino College Policy
Adopted:

Replaces Board policy #4332

May 19, 2003

Student and Community Advancement – Page 15

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

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A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is requested that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2003.

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, 2003, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2002-03
Quarter Ended (Q3) March 31, 2003**

<u>General Fund</u>	<u>2002-03 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$3,659,187	\$1,026,064	28.04%
State	57,400,028	37,224,614	64.90%
Local	33,419,708	23,928,400	72.60%
Interfund Transfers	<u>350,000</u>	<u>63,089</u>	18.03%
Total Income	\$94,828,923	\$62,242,167	65.64%
APPROPRIATIONS			
Academic Salaries	\$41,549,407	\$27,512,617	66.22%
Classified Salaries	27,213,764	18,163,612	66.74%
Staff Benefits	13,111,891	5,643,641	43.04%
Supplies/Books	3,039,865	1,639,076	53.92%
Other Operating Expenses	10,013,996	8,001,739	79.91%
Capital Outlay	140,022	478,781	341.93%
Other Outgo	<u>720,000</u>	<u>346,005</u>	48.06%
Total Appropriations	\$95,788,945	\$61,785,471	64.50%

B. TENTATIVE BUDGET 2003-2004

It is recommended that the Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, Bond, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Bookstore, and Cafeteria Funds for the 2003-04 fiscal year be submitted to the Board for adoption at the June 9, 2003, 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 \$850,000 to Southern California Community College Districts' Self-Funded Insurance Agency for Workers' Compensation Protection for the payment of workers' compensation claims during the 2003-2004 budget year. A payment of \$300,000 is to be made July 1, 2003; the balance is to be made by October 1, 2003. This total amount is provided in the Workers' Compensation Fund for the 2003-2004 budget year.

D. CONTRACTS VALUED AT \$50,000 OR HIGHER

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

California Manufacturing Technology Center (CMTC): Provide training in partnership with the Center for Applied Competitive Technologies (CACT), under contract #ET03-237 with the California State Employment Training Panel. Projected income \$100,000. Projected expense \$57,000. Projected net \$43,000.

California State Employment Training Panel Under contract #ET03-0158, will provide the CACT with additional training courses to include training for up to 500 company employees in production techniques, statistical process control, continuous improvement, management skills, and office automation with the California State Employment Training Panel. Projected income \$283,443; projected expense \$161,500; projected net \$121,943.

Hammel, Green and Abrahamson, Inc. – Provide professional architectural and engineering services to prepare design, contract drawings and specifications for three areas in the Natural Science Complex currently not a part of the renovation project. Dates of Service: 5/1/2003 to 12/31/05 (2 years 7 months). Cost: \$69,640. Account # 41-55130-00-710000-9504. Contract service areas are:

- **Chemistry Building** – Redevelop a faculty office suite and design two (2) computer resource classrooms

- **Physics Building** – Renovate the stockroom and machine shop finishes and systems.
- **Natural Sciences Building** – redevelop the second floor faculty suite and design a general biology lab on the second floor.

E. AMENDMENTS

It is recommended that the Board approve the following amendments to the previously approved contracts.

Akhilesh Gulati – Personal Services Agreement to provide additional Lean Manufacturing training courses for the Center for Applied Competitive Technologies (CACT). Cost ~~\$10,000, \$65,000,~~ to \$75,000. Account #12-55130-00-709900-6478.

Deborah Imonti - Personal Services Agreement to provide marketing and coordination efforts to complete the sale of the Employment Training Contract training slots to the (CACT). Cost from ~~\$16,000, \$49,000, \$60,000,~~ to \$65,000. Account #12-55130-00-709900-6478.

Dean Peterson – Personal Services Agreement to provide marketing, development and coordination efforts of the Specialty Beverage Certification Program online course for the CACT. Cost ~~\$55,000,~~ to \$65,000.

O’Melveny & Myers LLP – Provide the District with legal representation regarding labor negotiations, and personnel matters for the period from July 1, 2002 – June 30, 2003, cost not to exceed from ~~\$50,000, \$80,000, \$128,000-~~ to \$158,000. Account #11-55713-00-679900-8102.

F. NATURAL SCIENCE COMPLEX RENOVATION PROJECT

To expedite processing of construction changes related to Bids #2002-8 and 2002-8A, it is recommended that the Board grant the Director of Facilities and Planning Services the ability to process change orders not to exceed the lesser of 5% of the contract value or \$50,000, if and when they occur, in accordance with the provisions and limitations of Public Contract Code 20659. Approved Change Orders will be provided for ratification at the next meeting of the Board of Trustees. The table below indicates the total change order authorization approved for each contract.

<u>Prime Trade</u>	<u>Contractor</u>	<u>Bid Amount</u>	<u>Maximum Authorization</u>
Final clean-up	MNZ Janitorial [4]	\$ 37,800	\$1,890
Demolition and temp. fencing	G. D. Heil [4]	408,600	20,430
Landscaping and irrigation	Pierre Landscape Corp. [4]	144,250	7,213
Structural concrete	Conrod Concrete Inc. [1]	1,112,099	50,000
Masonry	CK Arts, Inc. [4]	30,785	1,539
Structural and other steel	Bickerton Iron Works [3]	266,449	13,322
Lab casework, equip. & fixtures	Dow Diversified [3]	2,245,480	50,000

May 19, 2003 Administrative Services - 3

<u>Prime Trade</u>	<u>Contractor</u>	<u>Bid Amount</u>	<u>Maximum Authorization</u>
Rough carpentry	Felmar Construction [4]	\$200,000	\$10,000
Roofing and waterproofing	Best Roofing [5]	149,518	7,476
Sheet metal	Action Sheet Metal [2]	185,350	9,268
Glass and glazing	Padua [4]	534,700	26,735
Drywall, framing & hardware	John Jory [4]	1,069,220	50,000
Acoustical ceiling	Environmental Acoustics[2]	149,800	7,490
Flooring and underlayment	Pacific Carpets [4]	98,287	4,914
Ceramic tile	Angeles Contractor [1]	90,650	4,533
Painting and floor sealer	Advantage Painting [2]	99,000	4,950
Boards, screens, signage	ISEC, Inc. [5]	119,333	5,967
Toilet partitions/Accessories	Global [4]	23,060	1,153
Greenhouse	Aluminex, Inc. [4]	88,156	4,408
Elevators	Mitsubishi [5]	164,800	8,240
Fire sprinkler systems	Qualco Fire Protection [4]	32,200	1,610
Plumbing and site utilities	D/K Mechanical [8]	2,127,000	50,000
HVAC	Circulating Air [2]	3,225,000	50,000
Electrical	Dynalectric [5]	2,437,600	50,000

G. BID 2002-11/ATHLETIC/FIELD TRIP BUS TRANSPORTATION

It is recommended that the above-titled bid be awarded to the vendor listed below, in accordance with all specifications, terms, and conditions of Bid 2002-11/Athletic/Field Trip Bus Transportation. This award will provide transportation services for the District on such days as the need exists, to and from such points as required for athletic and field trips, for events approved by the Board. The term of this service is for a period of three (3) years with the option of extending the service an additional two (2) years if mutually agreed upon by the Contractor and the District.

P.O.#	Vendor	Bid Amount
TBD	Pacific Coachways Trailways [3]	\$146,000.00 (includes transportation costs over a three (3) year period based on prior years usage)

“No Bid” Responses: 7

Non-respondents: Durham Transportation; Coach USA – California Charter

H. MEASURE ‘E’ EXPENDITURE

Bid 2002-14/ North Gym – Bleacher Replcement

It is recommended that the following contractor be awarded the agreement for labor and materials to provide new bleachers in the North Gym in accordance with the specifications, terms, and conditions of the above named bid.

<u>P.O.#</u>	<u>Vendor</u>	<u>Bid Amount</u>
58283	Herk-Edwards Inc. [4]	\$202,920.00 Including materials, labor and applicable taxes.

Other Bidders: None

“No Bid” Responses: 2

Non-respondents: Culver-Newlin; Rollway Grandstand Corp.; Sierra School Equipment; & Southwest Interiors.

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

I. PURCHASE ORDERS

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

Run Date
5/5/03

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

Meeting Date : 05-19-2003

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

P.O. Number Cost	Vendor Name	Site Name	Description	P.O.
P0053351	Home Depot-Signal Hill	00-01 P4E CISCO ACAD	Supplies	\$303.20
P0053352	Keenan & Associates	Science Complex Cons	Contract Services	\$62,134.32
P0053353	Empire Floor Machine Co	Operations	Repairs Noninstruc	\$875.36
P0053354	Unisource	Operations	Supplies	\$12,167.30
P0053355	ECC Food Service-Catering	EOPS	Supplies	\$2,187.50
P0053356	Community College League of Calif	Presidents Office	Conferences Mgmt	\$310.00
P0053357	ECC Wplrc/Culinary Arts	Financial Aid	Supplies	\$124.20
P0053358	Maurice Kogon	SBDC CITD	Conferences Mgmt	\$295.00
P0053359	FANUC America Corp	Machine Tool Technol	Repairs - Instructional	\$344.00
P0053360	Duo-Safety Ladder Corporation	P4E Inglewood Fire	Supplies	\$1,147.16
P0053361	Wesco Machinery Group	IDRC - Aerospace Gra	New Equip – Noninst.	\$35,140.00
P0053362	Mass Press	WPLRC Technical Inst	Supplies	\$33.56
P0053363	Burton Saw Sharpening & Power	Fine Arts	Supplies	\$848.11
P0053364	Southland Lumber	Fine Arts	Supplies	\$623.05
P0053365	Boyce Forest Products	Fine Arts	Supplies	\$344.75
P0053366	Cal Western Paints, Inc.	Fine Arts	Supplies	\$307.76
P0053367	Franklin Covey	V.P. Academic Affairs	Supplies	\$27.79
P0053368	Mass Press	Fiscal Services	Supplies	\$33.56
P0053369	ECC Food Service-Catering	VATEA Supplementary	Conferences Mgmt	\$119.51
P0053370	Value Line Publishing, Inc.	Instructional Service	Library Books	\$795.00
P0053371	ECC Wplrc/Culinary Arts	VTEA Title II Tech	Conferences Faculty	\$1,092.38
P0053372	Patriot Hall L. A. County Treasure	TANF	Conferences Other	\$28.00
P0053373	ECC Food Service-Catering	Recruitment/School	Supplies	\$136.95
P0053374	ECC Food Service-Catering	TANF	Supplies	\$150.00
P0053375	Environmental Recovery Services	Hazmat Disposal	Other Serv& Expense	\$5,980.00
P0053376	Chalmers-Painter, Inc.	Ed & Community Devel	Multi Media Advertising	\$1,520.00
P0053377	Mark Morales	RITC 10/1/02 - 9/30	Contract Services	\$165.00
P0053378	A-1 Florist	Student Affairs	Supplies	\$184.02
P0053379	Autodoor	Facilities/Planning/	Repairs Noninstruct	\$1,302.55
P0053380	Dell Marketing L. P.	Community Education	New Comp Equip-No	\$2,329.63
P0053382	T. H. Creears Corporation	Facilities/Planning	Repairs Noninstructional	\$757.75
P0053383	Smardan Supply Company	Facilities/Planning	Repairs Noninstructional	\$1,742.54
P0053384	Mass Press	VP-SCA	Supplies	\$67.12

May 19, 2003

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P0053386	Ron Scarlata	Fine Arts	Supplies	\$117.58
P0053387	Marina Security Gate And Electron	Parking-Student Perm	Repairs Noninstructional	\$96.50
P0053389	Marshall Astor	Fine Arts	Supplies	\$200.00
P0053390	Ecc Food Service-Catering	Student Affairs	ASB Exp.	\$123.87
P0053391	American Express Travel	Financial Aid	Conferences Mgmt	\$151.00
P0053392	NCR Corporation	Information Technol.	Maintenance Contracts	\$901.80
P0053393	Pacific Coachways	VTEA Title II Tech	Transportation	\$580.66
P0053394	Geac Computers Inc	TTIP Library Automat	Other Serv And Exp	\$10,069.92
P0053395	Redondo Beach Rotary Club	Public Information	Multi Media Advertising	\$100.00
P0053396	Holiday Inn	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$270.18
P0053397	El Camino College Warehouse	EOPS	Supplies	\$63.00
P0053399	Ecc Food Service-Catering	Job Placement	Supplies	\$3,635.04
P0053400	Harris Steel Fence Co., Inc.	Repl Water Mains	Site Improvements	\$5,119.00
P0053401	American Express Travel	Information Technol.	Transportation/ Mileage	\$153.00
P0053402	Arbor Travel Associates, Inc.	Information Technol.	Transportation/ Mileage	\$12.93
P0053404	Signature Party Rental	Graduation Dais	Other Rentals	\$3,094.50
P0053405	Power Lift	Parking-Student Perm	Repairs Noninstructional	\$810.18
P0053406	Arbor Travel Associates, Inc.	EOPS CARE	Supplies	\$24.46
P0053407	Arbor Travel Associates, Inc.	Financial Aid	Conferences Mgmt	\$12.90
P0053408	Elizabeth Stillwell	Fine Arts	Supplies	\$750.00
P0053409	Charles Turner	Fine Arts	Supplies	\$150.00
P0053410	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$116.50
P0053411	Arbor Travel Associates, Inc.	EOPS CARE	Supplies	\$281.50
P0053412	Pacific Coachways	CA Articulation No	Transportation	\$447.69
P0053413	El Camino College Warehouse	Transfer Center	Supplies	\$105.00
P0053414	El Camino College Warehouse	Division Office Math	Supplies	\$189.80
P0053415	Fred Allen & Association	Fine Arts	Supplies	\$600.00
P0053416	Pacific Coachways	Recruitment/School	Transportation	\$240.00
P0053417	California Community Colleges	Science Complex Cons	Contract Services	\$4,163.00
P0053418	Collegiate Cap & Gown Company	Student Affairs	Supplies	\$1,090.48
P0053419	Ardena Brooks	Fine Arts	Supplies	\$100.00
P0053420	Juber Music	Artes de El Camino	Contract Services	\$15.00
P0053421	Ecc Food Service-Catering	Job Placement	Supplies	\$267.65
P0053422	Ecc Food Service-Catering	TANF	Supplies	\$59.75
P0053423	August Enterprises, Inc.	Contract Education	Contract Services	\$5,000.00
P0053424	A-1 Office Plus	Health, Safety	New Equip/Noninstruc.	\$4,133.76
P0053425	A-1 Office Plus	Health, Safety	New Equip/Noninstruc.	\$4,467.77
P0053426	Five Star Graphics	Job Placement	Multi Media Advertising	\$2,590.00
P0053427	El Camino College Warehouse	Copy Center	Supplies	\$1,387.00
P0053428	Cal S.A.C.C.	Student Affairs	Conferences Mgmt	\$229.00
P0053429	Cal S.A.C.C.	Student Affairs	ASB Exp.	\$916.00
P0053430	Crown Trophy	V.P. Academic Affair	Supplies	\$39.29

P0053431	Rose Brand	Ctr for Arts Adm Pub	Supplies	\$149.90
P0053432	HI Corporation	Resp Therapy	Supplies	\$49.00
P0053433	ADT Security Services	Art Department	Maintenance Contracts	\$465.00
P0053434	Cosco Fire Protection Inc.	Repl Water Mains	Contract Services	\$720.00
P0053435	Torrance Postmaster	Fine Arts	Supplies	\$1,300.00
P0053436	Environmental Recovery Services	Hazmat	Waste Disposal	\$5,092.74
P0053437	Tri-Anim Health Services Inc.	Resp Therapy	Other Instr Supplies	\$57.60
P0053438	Distance Opportunites for Interpr	RITC 10/1/02 - 9/30	Contract Services	\$600.00
P0053441	Masque Sound & Recording Corp.	Ctr for Arts Adm Pub	Supplies	\$93.85
P0053442	Rp Group, the	VP-SCA	Dues And Memberships	\$300.00
P0053443	Aawcc Conference Coast Community	Facilities/Planning	Conferences Mgmt	\$210.00
P0053444	Auto Door	Facilities/Planning	Repairs Noninstructional	\$250.00
P0053445	Phillips Plumbing	Facilities/Planning	Repairs Noninstructional	\$108.00
P0053446	Judith Norton	Ca Virtual Uni. 2nd	Supplies	\$64.95
P0053447	Uli-Urban Land Institute	SBDC C02-0040 1/03	Dues And Memberships	\$185.00
P0053448	Scantron Corporation	Information Technol.	Maintenance Contracts	\$912.00
P0053449	Corporate Business Interiors	Architect Fees & Eng	Architects And Engineers	\$338.70
P0053450	Delphin Computer Supply	Architect Fees & Eng	Architects And Engineers	\$312.84
P0053451	Hitt Marking Devices	Architect Fees & Eng	Architects And Engineers	\$54.25
P0053452	Synthia Saint James	Staff Diversity	Contract Services	\$250.00
P0053453	Tracs	Discovery Series	Conferences Mgmt	\$150.00
P0053454	American Express Travel	Human Resources	Conferences Mgmt	\$279.15
P0053455	Jan Dickson	V.P. Academic Affairs	Supplies	\$248.98
P0053456	Rod Enterprises, Inc.	Staff Diversity	Supplies	\$312.85
P0053457	Synthia Saint James Ss#: 556-76-1	PFE 01-02 Project	PSA Contract Services	\$250.00
P0053458	Jamestown Press	Division Office Huma	Publications/ Periodicals	\$1,569.65
P0053460	Dell Computer Corp.	Information Technol.	Maintenance Contracts	\$1,333.00
P0053461	Frat.Executive Chefs, Lasvegas	Student Affairs	ASB Exp.	\$200.00
P0053462	Michael Archuleta	Title V-Activity 1	Supplies	\$250.00
P0053463	Michael Suarez	Title V-Activity 1	Supplies	\$150.00
P0053464	El Camino College Warehouse	Division Office Fine	Supplies	\$150.50
P0053465	Judy Kasabian	ATE-Articulation Par	Supplies	\$264.02
P0053466	Dell Marketing L. P.	Nursing	Fundraising	\$74.40
P0053467	El Camino College Warehouse	Copy Center	Supplies	\$611.65
P0053468	Adrian Vega	Title V-Activity 1	Supplies	\$250.00
P0053470	Johnson Company	Health, Safety	Supplies	\$200.34
P0053471	Highlight Graphics, Inc.	El Camino Language	Printing	\$544.85
P0053472	Scantron Corporation	Administrative Of Ju	Supplies	\$247.33
P0053473	American Express Travel	Discovery Series	Conferences Mgmt	\$102.95
P0053474	Environmental Recovery Services	Hazmat	Waste Disposal	\$1,750.00
P0053475	El Camino College Warehouse	Fiscal Services	Supplies	\$50.40
P0053476	Communication Arts	Division Office Fine	Publications Periodicals	\$53.00

P0053477	Maurice Kogon	SBDC CITD	Conferences Mgmt	\$395.00
P0053478	Barbara Strasen	Fine Arts	Supplies	\$350.00
P0053479	ECC Food Service-Catering	Division Office BSSC	Fundraising	\$441.00
P0053480	Giuliano's	Special Resource Cen	Fundraising	\$3,602.50
P0053481	Mark Hullibarger	Music	Repairs Parts/Supplies	\$120.00
P0053482	Things Remembered	Counseling Office	Supplies	\$99.75
P0053483	Arbor Travel Associates, Inc.	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$204.00
P0053484	Susan Needham	V.P. Academic Affairs	Contract Services	\$75.00
P0053485	American Express Travel	DSPS	Conferences Mgmt	\$123.80
P0053486	Ultratec National Service Ctr.	DSPS	Repairs Noninstructional	\$65.00
P0053487	Armstrong Medical Industries	VTEA Respiratory / N	New Equip/Instruc.	\$3,695.74
P0053488	CCS Presentation Systems, Inc.	VTEA Respiratory / N	New Equip/Instruc.	\$3,010.28
P0053490	Paraclete Video Productions	VTEA Respiratory / N	New Equip/Instruc.	\$85.45
P0053491	Injoy Videos	VTEA Respiratory / N	New Equipment – Instruc.	\$258.00
P0053492	Elsevier	VTEA Respiratory / N	New Equipment – Instruc.	\$646.11
P0053493	El Camino College Warehouse	Counseling Office	Supplies	\$29.64
P0053494	Denise Miscoski Party Pleasers	EOPS	Contract Services	\$600.00
P0053495	Guillermo Hinojosa Mobile D.J.	EOPS	Contract Services	\$350.00
P0053496	ECC Food Service-Catering	Student Affairs	ASB Exp.	\$1,003.68
P0053497	A-1 Office Plus	Health, Safety	New Equip/Noninstruc.	\$177.53
P0053498	T. H. Creears Crop	Facilities/Planning	Repairs Noninstructional	\$44.48
P0053499	Lee Hite	Presidents Office	Other Serv/Expense	\$100.00
P0053500	Philip Chung	Presidents Office	Other Serv/Expense	\$50.00
P0053501	Tito Rivas	Presidents Office	Other Serv/Expense	\$25.00
P0053502	Time Clock Sales and Service	Art Department	Repairs Parts/Supplies	\$84.53
P0053503	Seaside Palace Restaurant	Student Affairs	ASB Exp.	\$300.00
P0053504	El Camino College Warehouse	TTIP Tech Human Resc	Supplies	\$53.20
P0053505	Rockler	Fine Arts	Supplies	\$238.14
P0053506	Diversified Publications	(STCW) Standards for	Multi Media Advertising	\$240.00
P0053507	Major League Music	Commencement Expense	Other Rentals	\$700.00
P0053508	Pacific Coachways	El Camino Language	Student Transportation	\$1.00
P0053509	Redondo Beach Chamber	Public Information	Conferences Mgmt	\$50.00
P0053510	Redondo Beach Rotary Club	Public Information	Dues And Memberships	\$140.00
P053286.	Delphin Computer Supply	Behavioral/Social	Replacement Equipment	\$847.60

Total : 151 \$225,256.11

B0057847	Reginald McCoy	model approaches to	PSA Contract Serv	\$7,200.00
B0058159	Susan Gaer	Ca Virtual Uni. 2nd	PSA Contract Serv	\$500.00
B0058210	Gow Mac Instrument	Chemistry	Repairs Parts/Supplies	\$2,000.00
B0058226	McMaster - Carr Supp	Carpenter Shop	Supplies	\$1,000.00
B0058251	Legacee Corporate	Cact CA Employee Tra	Contract Services	\$25,000.00
B0058254	Sid Lindmark, Aicp	Architect Fees & Eng	Contract Services	\$72,450.00

May 19, 2003

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B0058255	Parker & Covert Llp	Institutional Service	Legal	\$30,000.00
B0058256	Atkinson, Andelson,	Institutional Service	Legal	\$2,779.50
B0058258	Nance Electric	P4E Inglewood Fire	Repairs - Instructional	\$1,200.00
B0058260	Masakazu Yoshigawa	Staff Diversity	PSA Contract Services	\$600.00
B0058261	Evelyn Mason	KEPS 09/02thru06/03	PSA Contract Services	\$259.00
B0058262	Marlene Bumgarner	Ca Virtual Uni. 2nd	PSA Contract Services	\$900.00
B0058263	ECC Food Service-Cat	Presidents Office	Other Serv/Expense	\$400.00
B0058264	Kairak, Inc.	Contract Education	Contract Services	\$1.00
B0058265	Cedars-Sinai Medical	Nursing	Supplies	\$1.00
B0058266	Gidda's Nursing Regi	CalWORKs	Contract Services	\$1.00
B0058267	Contra Costa Communi	Contra Costa College	Contract Services	\$19,874.00
B0058268	Federal Bureau of Pr	WPLRC Technical Inst	Contract Services	\$1.00
B0058269	Federal Bureau of Pr	WPLRC Technical Inst	Contract Services	\$1.00
B0058270	Kunzman Associates	Architect Fees & Eng	Contract Services	\$12,500.00
B0058271	ECCD Petty Cash	00-01 Early Steps	Supplies	\$602.11
B0058272	Richard Bernard	Faculty & Staff Dive	PSA Contract Services	\$650.00
B0058284	Marriott Torrance Ho	Mini Grant #8/#9	Contract Services	\$34,085.00
B0058285	Craig A. Mitchell	SBDC CITD	PSA Contract Serv	\$2,000.00
B0058286	ECCD Petty Cash	Family Consumer Stud	Supplies	\$500.00
B0058287	C L. Coduti	ORCHESTRA	Contract Services	\$12,891.00
B0058289	Deetta West	EOPS CARE	PSA Contract Serv	\$1,194.04
B0058291	ECC Food Service-Cat	Presidents Office	Other Services/Expen	\$5,000.00
B0058292	Byron Katie Internat	EOPS CARE	PSA Contract Serv	\$1,000.00
	Total :	29		\$234,589.65
	Total POs and BPOs :			180
	TOTAL :			\$459,845.76

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

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A. Employment and Personnel Changes.....	1-7
A. Amend Special Project Temporary Administrator Daily Rate Schedule, Policies and Procedures.....	8, 10-18
C. Eliminate Classified Position and Classification Specifications.....	8, 19-20
D. Notice and Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO.....	8-9
E. Volunteers	9

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-27 and 1-10.

Certificated Personnel:

1. Retirement – Ms. Dolores Hurlburt, full-time instructor of Nursing, effective June 8, 2003, and that a plaque be prepared and presented to her in recognition of her service to the District since 1970.
2. Retirement – Mr. Donald Visintainer, full-time instructor of Radiologic Technology, effective August 15, 2003 and that a plaque be prepared and presented to him in recognition of his service to the District since 1970.
3. Retirement – Ms. Christina Moran-Wisdom, full-time instructor of Fashion, effective August 1, 2003, and that a plaque be prepared and presented to her in recognition of her service to the District since 1979.
4. Retirement – Ms. Patricia J. Sutch, full-time instructor of English, effective June 8, 2003, and that a plaque be prepared and presented to her in recognition of her service to the District since 1965.
5. Retirement – Mr. Melvin C. Miles, full-time instructor of English, effective June 8, 2003, and that a plaque be prepared and presented to him in recognition of his service to the District since 1971.
6. Amend Change in Salary - Ms. Stephanie Rodriguez, full-time Counselor, from Class II, Step 10 to Class III, Step 10 (instead of from Class II, Step 7 to Class III, Step 7), Fiscal Salary Schedule, effective May 1, 2003.
7. Amend Special Assignment – Ms. Sherry Jenkins, part-time instructor of Nursing, to conduct Not-for-Credit courses in Nursing at various medical facilities, (not to counsel First Year Experience Students as stated on April 21, 2003 board agenda), to be paid \$65.55 an hour, not to exceed \$4,000, effective March 1 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
8. Special Assignment – The following part-time instructors to research for the CBEST preparation, to be paid \$49.05 an hour, not to exceed \$250, to be paid by the Title V Grant, effective May 20 through May 31, 2003, in accordance with the Agreement, Article X, Section 9(m).

English
Gina Ladinsky
Helen Sabin

Mathematics
Megan Granich

9. Special Assignment – Ms. Cheryl Kroll, full-time instructor of English, to counsel Teacher Education Program (TEP) students and assist the Director in recruiting and planning, to be paid \$49.05 an hour, not to exceed \$18,835, to be paid by the Title V Grant, effective June 9 through August 27, 2003, in accordance with the Agreement, Article X, Section 14(c).
10. Special Assignment – Ms. Maria Brown, full-time instructor of History to research and develop electronic portfolio component for the Liberal Studies 201 course, to be paid \$49.05, not to exceed \$2,700, to be paid by the Title V Grant, effective July 1 through August 30, 2003, in accordance with the Agreement, Article X, Section 14(c).
11. Special Assignment – Ms. Janet Young, full-time instructor of Child Development, to direct the Teacher Education Program (TEP), to be paid \$49.05 an hour, not to exceed \$18,335, effective June 9 through August 27, 2003, to be paid by the Title V Grant, in accordance with the Agreement, Article X, Section 14(c).
12. Special Assignment – Mr. David Vakil, full-time instructor of Physics & Astronomy, to assume responsibilities of Academic Senate Secretary for the remainder of the Spring 2003 semester, to be paid \$49.05, not to exceed 4 hours per week or \$2,000 total, effective March 17 through June 8, 2003, in accordance with the Agreement, Article X, Section 14(c).
13. Special Assignment – The following full-time faculty to participate in the new First Year Experience (FYE) Learning Communities staff development, training workshops and course collaboration for FYE linked courses, effective February 10 through June 30, 2003, to be paid \$24.53 an hour, not to exceed \$1,000 and upon submission of a final report on June 30, 2003, per Title V – Hispanic Serving Institutions Grant, in accordance with the Agreement, Article X, Section 14(c).

Julie Barden

Barbara Jaffe

Allison DeVarney

Judy Harris

Ed Martinez

Angela Simon

Claudia Striepe

Terry Spearman

14. Special Assignment – Ms. Kristie DiGregorio, part-time instructor of Academic Strategies, to work as Faculty Coordinator, performing special projects as assigned, to be paid \$36.79 an hour, not to exceed \$3,350, effective April 14 through June 8, 2003, in accordance with the Agreement, Article X, Section 9(m).
15. Special Assignment – Ms. Josephine Moore, part-time instructor of Medical Terminology to teach Community Education Classes in Health Information Management, to be paid \$50.00 an hour not to exceed 234 hours or \$11,700, effective June 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
16. Special Assignment – The following Nurse Practitioners to conduct sports physicals, to be paid \$36.79 an hour, effective July 1, 2003 through June 30, 2004, sum total not

to exceed \$1,300 per semester, \$2,600 for the academic year, in accordance with the Agreement, Article X, Section 7(d).

Full-time

Debbie Conover	Holly Fall	Deborah Herzik
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Part-time

Loretta Ball	Linda Goldman	Jacquelyn Recendez
Melanie Bronstein	Nancy Lee	

17. Stipend Assignment – Ms. Kim Jensen, part-time instructor of Theatre, to work as Dialect Coach for Play #4, Crimes of the Heart, to be paid \$200, effective May 1 through May 23, 2003, in accordance with the Agreement, Article X, Section 14(c).
18. Stipend Assignment – Mr. Edward Kelley, part-time instructor of Sign Language to present for annual American Sign Language (ASL) Interpreter Workshop & Faire, to be paid \$500, effective May 3, 2003, in accordance with the Agreement, Article X, Section 9(m).
19. Stipend Assignment – Ms. Barbara Gomez, part-time instructor of Sign Language to present for annual American Sign Language (ASL) Interpreter Workshop & Faire, to be paid \$400, effective May 3, 2003, in accordance with the Agreement, Article X, Section 9(m).
20. Stipend Assignment – Mr. Daniel Berney, full-time instructor of Dance, to choreograph Spring Dance Concert, to be paid \$200, effective April 1 through May 4, 2003, in accordance with the Agreement, Article X, Section 14 (c).
21. Stipend Assignment – Ms. Ruby Millsap, part-time instructor of Dance, to choreograph Spring Dance Concert, to be paid \$400, effective April 1 through May 4, 2003, in accordance with the Agreement, Article X, Section 9(m).
22. Stipend Assignment – Ms. Moonea Choi, part-time instructor of Dance, to choreograph Spring Dance Concert, to be paid \$600, effective April 1 through May 4, 2003, in accordance with the Agreement, Article X, Section 9(m).
23. Stipend Assignment – The following full-time instructors to present a forum on Iraq, to be paid \$75 each, effective April 29, 2003, in accordance with the Agreement, Article X, Section 14(c).

Ellen Antoine – Political Science

Florence Baker – History

Matthew Ebner - Geography

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24. Stipend Assignment- Ms. Maria Jacque, full-time instructor of Applied Music, to be paid \$450 for playing flute at three South Bay Children's Choir concerts, effective April 5, April 26 and May 18, 2003, in accordance with the Agreement, Article X, Section 14(c).
25. Employment – The following part-time/temporary on-call Counselors to be hired as needed, not to exceed 24 hours per week, effective July 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(e), to be paid through District, EOP&S or grant funds:

Eugene Malik Adams	Blanca Galicia	Willie R. Oliver
Rosalva Amezcua	Stan Germain	Maria Pena
Kimya Anthony	Margarita Gonzalez	Valencia Rayford
Jeanine Barba	Brenda Jackson	Else Reinertsen
Tisa Casas	Lorenda Johnson	Lisa R. Roper
Vera Cheng	JoAnn Jolly-Blanks	Sabra Sabio
Maria Chovan	Tri Huu Le	Rutina Taylor
Geralin Clark	Victoria Martinez	Alicia Villalpando
Joe Dzida	Rezvan Moghadam	Xiao Ying Wang
Juliana Ekedal	Mashairi Muir	Stepahne Ybarra
Don Ferguson	Lori Mukogawa	Tracey Ziegler

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

<u>Behavioral and Social Sciences</u>	<u>Business</u>	<u>Natural Sciences</u>
Gina Ladinsky	Bruce Legg	Syed Ahsan
Allen Perlstein	William Saichek	Diana Garcia

27. Employment – The following part-time/temporary instructors to be hired as needed for the 2003 Summer Session:

Behavioral & Social Sciences

Marie Butler, Class V, Step 20
 Julio Farias, Class III, Step 5
 Thomas Glenn, Class IV, Step 10
 Austin Gordon, Class V, Step 5
 Mark Gordon, Class II, Step 4
 Patrick Griffin, Class V, Step 5
 Lawrence E. Guillow, Class V, Step 14
 Shahrokh Haghghi, Class V, Step 12
 Paul Harley, Class II, Step 8
 Guinevere Hodges, Class IV, Step 5
 Laurie Houske, Class V, Step 5
 Tamara Jackson, Class V, Step 6
 Thomas Keville, Class II, Step 4
 Margaret Kidwell-Udin, Class II, Step 8

Sung Kim, Class V, Step 7
 Toshiko Konishi, Class V, Step 7
 Andrew Levine, Class V, Step 4
 Kaoru Oguri, Class V, Step 7
 Jill Pfeiffer, Class IV, Step 5
 Kirsten Resnick, Class III, Step 4
 Bradley Reynolds, Class V, Step 24
 Jeffrey Rigby, Class IV, Step 24
 Samuel Russo, Class II, Step 12
 Francis Schulte, Class II, Step 8
 Paul Swendson, Class II, Step 6
 Farshid Tahernia, Class IV, Step 4
 Sonya Thompson, Class II, Step 4
 Mari Womack, Class V, Step 5

Ronald Woolsey, Class II, Step 4
Martin Young, Class V, Step 4

Paulette Young, Class I, Step 4

Business

Douglas Carnahan, Class V, Step 4
Noel Craven, Class IV, Step 12
John Fuchs, Class V, Step 7
Katherine Maschler, Class II, Step 4

Jerry Muraoka, Class V, Step 10
O'Harrall Sago, Class V, Step 4
John Slawson, Class V, Step 4

Fine Arts

Cynthia Bahti, Class II, Step 20
Caroline Blake, Class IV, Step 14
Tina Chambers-Riggs, Class III, Step 12
Moonea Choi, Class IV, Step 4
Camille Cornelius, Class III, Step 7
Jose Costas, Class II, Step 4
Carola de la Rocha, Class I, Step 4
Kurt Festinger, Class I, Step 10
Glorianne Harris, Class III, Step 5
Heidi Hinds, Class II, Step 5
Hiroko Hojo, Class III, Step 7
Karin Jensen, Class IV, Step 6

Leroy Kim, Class I, Step 7
Kristi Lobitz, Class III, Step 8
Norman Looney, Class III, Step 20
Margot Martin, Class V, Step 5
Robert Maynard, Class IV, Step 5
Ruby Millsap, Class II, Step 6
Daryle Nagano, Class II, Step 4
Binh Ngo, Class II, Step 6
Michael Oates, Class II, Step 12
Wayne Perkins, Class V, Step 7
Michael Quinn, Class II, Step 8
Rex Wells, Class II, Step 12

Health Sciences & Athletics

Gregory Bergeron, Class II, Step 6
Richard Blount, Class II, Step 4
Sacha Bryant, Class I, Step 4
Susan Calderon, Class II, Step 4
Sivi Carson, Class III, Step 5
Delia Cunningham, Class I, Step 5
Salomay Dyer, Class III, Step 5
Ronald Evangelista, Class I, Step 4
Deborah Herzik, Class II, Step 9
Paul Ichino, Class II, Step 10
Josephine Moore, Class I, Step 4
Mary Ogi, Class II, Step 5

Noel Rollon, Class III, Step 4
Michael Schultz, Class III, Step 9
Julia Sprague, Class II, Step 6
Susan Stohrer, Class II, Step 4
Darryl Sue, Class V, Step 9
Mark Thomas, Class I, Step 8
Terry Titus, Class II, Step 4
Steven Van Kanegan, Class II, Step 10
Linda Visintainer, Class III, Step 12
Danielle Walsh, Class II, Step 5
Lisa Marie Weyh, Class II, Step 4
Karen Wyatt, Class II, Step 4

Humanities

Rosalva Amezcua, Class II, Step 4
Joan Anderson, Class IV, Step 13
Ottillie Boboc, Class II, Step 20
Mary Borell, Class V, Step 12
Frances Brown, Class II, Step 4
Kathleen Collins, Class III, Step 6
Aleta Davis, Class III, Step 9
Nancy DeNoi, Class II, Step 5
Joan Engelhaupt, Class II, Step 11
Helen Factor, Class III, Step 28
Antonio Gonzalez, Class V, Step 11

Ellen Griffin, Class V, Step 6
Robert Halpern, Class III, Step 5
Carroll Hauser, Class II, Step 5
Hiltrud Heller, Class II, Step 12
Yaeko Hirano, Class III, Step 4
Patricia Hoovler, Class III, Step 20
Dalia Juarez, Class II, Step 4
Bruce Kermane, Class V, Step 14
Gina Ladinsky, Class I, Step 4
Rebecca Loya, Class II, Step 5
Andrew Marshall, Class II, Step 4

Mashari Muir, Class IV, Step 4
Robert Murchison, Class IV, Step 4
Naoko Otani, Class III, Step 4
Eric Paschek, Class V, Step 6
Carolina Perez, Class II, Step 7
Loretta Ramirez, Class II, Step 4
Robert Reichle, Class III, Step 12
Natalie Ricard, Class IV, Step 7

Industry & Technology

Vera Bruce, Class III, Step 10
Kevin Coffelt, Class III, Step 5
Jeffrey Donahue, Class II, Step 11
Mark Early, Class I, Step 4
Mark Lepore, Class III, Step 4
Edward Lugo, Class III, Step 4
James Mock, Class I, Step 4
Vivian Nemi, Class I, Step 4

Mathematics

Raymond Badalian, Class III, Step 12
Robert Bauman, Class III, Step 12
Susan Bucher, Class II, Step 4
Remo Ciccone, Class II, Step 4
Zekarias Dammena, Class II, Step 12
Manolita Formanes, Class II, Step 5
Ted Gibson, Class II, Step 4
Jack Gill, Class III, Step 12
Haskell Goldman, Class IV, Step 28
Hamza Hamza, Class V, Step 10
Raymond Ho, Class II, Step 6
Thu Hoang, Class II, Step 5
Shiuling Huang, Class III, Step 5
Jamel Kammoun, Class V, Step 6
Wendy Miao, Class II, Step 7

Natural Sciences

Lynn Fielding, Class II, Step 8
Donald Frye, Class III, Step 12
Laurie Len, Class II, Step 4
Natalia Lev, Class II, Step 4
Marcos Pinho, Class II, Step 4

Alicia Rodriguez, Class IV, Step 14
Dale Shannon, Class II, Step 9
Elizabeth Sturgeon, Class III, Step 4
Kanzo Takemori, Class III, Step 10
Darryl Thompson, Class II, Step 4
Cynthia Tino-Sandoval, Class II, Step 4
John Wietting, Class V, Step 10
Alfred Zucker, Class V, Step 20

Maximino Pena, Class III, Step 7
Dale Ueda, Class III, Step 4
Eugene Rock, Class II, Step 9
Bernardo Rodriguez, Class II, Step 4
John Skipper, Class III, Step 4
Bradley Sweatt, Class I, Step 4
Carl Whitaker, Class I, Step 5

Marion Reeve, Class II, Step 4
Lernik Saakian, Class V, Step 14
Oussama M. Safadi, Class V, Step 20
Nathan Schroeder, Class I, Step 5
Michael Semenoff, Class II, Step 13
Ellis Shamash, Class V, Step 5
Satish Singhal, Class V, Step 7
Gizaw Tadele, Class II, Step 11
Terry Trevarthen, Class II, Step 10
Patrick Webster, Class II, Step 12
Jack Wong, Class II, Step 12
Richard Wong, Class II, Step 7
Christie Yang, Class III, Step 5
Michael Zeitzew, Class V, Step 5

M. Hassan Rezaie Boroon, Class V, Step 8
Steven Silverman, Class V, Step 4
Richard Slocum, Class V, Step 5
Yves Tan, Class V, Step 4

Classified Personnel:

1. Retirement – Mr. Howard Purgason, User Support Analyst, Range 46, Step E, Information Technology Services Division, Administrative Services Area, effective May 25, 2003, and that a plaque be prepared and presented to him in recognition of his service to the District since 1985.
2. Resignation - Ms. Adriana Ruiz, Dispatch Clerk, Range 23, Step D, Campus Police Division, Administrative Services Area, effective May 16 23, 2003, plus accrued vacation. President Fallo read in the correct date (May 23, 2003) during the meeting.
3. Personal Leave 100% - Mr. Rene Lozano, Student Services Advisor, Range 32, Step D, Counseling and Student Services Division, Student and Community Advancement Area, effective September 1, 2003 through June 25, 2004.
4. Amend Change of Assignment – Ms. Annette Owens, from 100% to 60% Trainer/Instructional Technology Specialist, Staff Development/Human Resources Division, Administrative Services Area, 40% Web Developer, Public Information Division, President’s Office Area, Range 41, Step C, effective April 22, 2003 through June 30, 2003.
5. Change in Classification – Ms. Hong Tran, Accounting Assistant III, Range 28, Step E, to Accounting Technician, Range 30, Step E, Fiscal Services Division, Administrative Services Area, effective June 2, 2003.
6. *Change in Classification - Ms. Maria O’Brien, from User Support Analyst, Range 46, Step E, to User Support Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective June 2, 2003.
7. Work Out of Classification- Ms. Adriana Lopez, Clerk, Range 17, Step E, to Senior Clerical Assistant, Range 24, Step C, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective May 20 through August 29, 2003.
8. Promotion - Ms. Josephine Cheung, from Senior Accounting Technician, Range 36, Step E, to Accounting Officer, Range 39, Step E, Fiscal Services Division, Administrative Services Area, effective June 2, 2003.
9. Extend Employment - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area effective June 2 through July 31, 2003.
10. Extend Employment - Mr. James Wright, Toolroom/Instructional Equipment Attendant, (10 month) Range 24, Step D, Industry & Technology Division, Academic Affairs Area effective June 2 through July 31, 2003.

*Item 6 was pulled from the consent agenda.

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B. AMEND SPECIAL PROJECT TEMPORARY ADMINISTRATOR DAILY RATE SCHEDULE, POLICIES AND PROCEDURES

It is recommended that the Board amend the Special Project Temporary Administrator Daily Rate Schedule, Policy and Procedures 2003-2004, effective July 1, 2003 as shown on pages 10-18.

C. ELIMINATE CLASSIFIED POSITION AND CLASSIFICATION SPECIFICATIONS:

It is recommended that the Board eliminate the classification specifications for the following position which was replaced by the Library Media Assistant position on the April 21, 2003 Board Agenda:

Assistant Library Media Clerk as shown on pages 19-20.

D. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS - EL CAMINO COMMUNITY COLEGE DISTRICT AND THE EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO

It is recommended by the District that the Board of Trustees schedule a public hearing and adoption of the following subjects for negotiations at its meeting June 9, 2003. It is intended to start negotiations for a successor Agreement to the current Agreement which expires on December 31, 2003.

ECCE wishes to sunshine its proposals for successor negotiations of the collective bargaining Agreement which expires on December 31, 2003. ECCE seeks improvements, changes and modification in the language of the following articles.

Both the District and ECCE propose the following subjects for discussion and negotiation.

- Article 1 - Recognition
- Article 2 - Definitions
- Article 3 - Rights of the District
- Article 4 - Rights of ECCE
- Article 5 - Hours of Service
- Article 6 - Compensation
- Article 7 - Employment Status
- Article 8 - Transfer and Job Vacancies
- Article 9 - Classifications
- Article 10 - Performance Evaluations
- Article 11 - Paid Leaves
- Article 12 - Unpaid Leaves
- Article 13 - Vacations
- Article 14 - Holidays
- Article 15 - Insurance Benefits
- Article 16 - Voluntary Terminations
- Article 17 - Retirement

- Article 18 - Layoff
- Article 19 - Employee Rights
- Article 20 - General Provisions
- Article 21 - Staff Development
- Article 22 - Safety
- Article 23 - Disciplinary Action
- Article 24 - Mediation
- Article 25 - Grievance Procedure
- Article 26 - Arbitration
- Article 27 - Work Stoppage - Lock Out
- Article 28 - Agreement Conditions and Duration

Additional topics may be identified for discussion during the negotiations.

E. VOLUNTEERS

The following persons have volunteered to perform unsalaried services for the El Camino Community College District pursuant to Education Code Section 72401 and 82365. In accordance with Labor Code Section 3364.5, Worker's Compensation coverage is being provided for the following persons:

Marvin Abrams

Colleen Hammer

Hans Kuehl

Priscilla Atwell

Jan Haney

Hye Jin Lee (Joyce)

James Collon

Gina Haw

Delilah Del Rosario

Brian Conroy

Bianca Hutchins

Mirza Godinez

Lisa Ivra

EL CAMINO COMMUNITY COLLEGE DISTRICT

POSITION: SPECIAL PROJECT TEMPORARY ADMINISTRATOR (Temporary Contract Employee – Management)

Under the direction of the assigned administrator, the Special Project Temporary Administrator will plan, organize and manage the promotion and delivery of service and/or products; prepare contracts, develop or procure training materials, manage and deliver training in varied or specified subject areas and for various businesses, industries, community-based agencies and educational institutions served.

REPRESENTATIVE DUTIES:

The duties of Special Project Temporary Administrator may include, but are not limited to, the following:

Plan, organize and deliver products, programs and/or services for specified activities.

Work closely with the assigned administrator in developing liaisons with businesses, industries, organizations, community-based agencies and with educational institutions.

Respond to inquiries, develop and conduct various types of training presentations related to the programs offered by the assigned division.

Meet directly with clients to recommend training, consulting and performance solutions to meet specific needs; conduct and evaluate business needs assessments; and develop, implement, and deliver customized training programs.

Assess needs and interests and develop customized training programs. Prepare contracts for review by the assigned administrator.

Plan, organize and deliver products/programs and services; select and contract with appropriate instructors, when necessary, ensuring appropriate communication is established with applicable division managers.

Communicate plans to assure proper coordination of activities from contract development, delivery of consulting services or training through completing service delivery.

Track project costs and expenditures to assure that the budgets and plans are managed effectively; review progress to assure client satisfaction and recommend adjustments when necessary.

Establish procedures to implement products/programs and services and develop strategies in conjunction with the assigned administrator.

Prepare reports, e.g. cost analyses, including expense items and income generated to review and recommend adjusting strategies when necessary.

Prepare budgets for assigned programs and projects for review by the assigned administrator.

Research, monitor and prepare data for various reports required by the college or various funding agencies.

Interview, hire, and evaluate staff for assigned programs and projects, as necessary.

Conduct in-service training for employees, faculty and hourly professionals and develop instructional resources.

SKILLS, KNOWLEDGE AND ABILITIES:

Must be able to: display evidence of sensitivity to and understanding of socio-economic, academic, cultural and ethnic diversity within the population including individuals with physical and/or learning disabilities as these factors relate to differences in learning styles; exhibit effective oral and written communication skills and interpersonal skills using tact, patience and courtesy; have knowledge of assessment methodologies and the ability to conduct presentations; develop and deliver needs assessments; develop proposals; analyze situations accurately and take effective courses of action; maintain records and prepare reports; prioritize and schedule work; work effectively with others; maintain current knowledge of technical advancements within field; implement programs and projects within specific budget guidelines; and be able to acquire knowledge of applicable Education Code, local, state and federal regulations, where applicable.

EDUCATIONAL AND EXPERIENCE GUIDELINES WITH COMPENSATION PLAN:

Range 1 Daily Rates \$186 - \$210 based on rate schedule

Must have a High school diploma or G.E.D. and a minimum of five years of directly related, or equivalent experience.

Range 2 Daily Rates \$203 - \$229 based on rate schedule

Must have an Associate degree with coursework in related field and a minimum of three years of directly related, or equivalent experience.

Range 3 Daily Rates \$210 - \$237 based on rate schedule

Must have a Bachelor degree with a minimum of two years of experience directly related, or equivalent experience.

Range 4 Daily Rates \$237 - \$267 based on rate schedule

Must have a Bachelor degree plus at least additional 20 educational units. Work experience in the field will be considered in lieu of education on the basis of two years of directed related work experience for every year of education.

Range 5 Daily Rates \$258 - \$294 based on rate schedule

Must have a Masters degree. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience for every year of education.

Range 6 Daily Rates \$279 - \$315 based on rate schedule

Must have a doctorate degree. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience for every year of education.

Board Approved: May 17, 1999

Board Amended: May 19, 2003

EL CAMINO COMMUNITY COLLEGE DISTRICT
SPECIAL PROJECT TEMPORARY ADMINISTRATOR
DAILY/ANNUAL RATE SCHEDULE

Effective July 1, 2003

Range/Step	1	2	3	4	5
1	\$186	\$192	\$197	\$203	\$210
	\$48,360	\$49,920	\$51,220	\$52,896	\$54,516
2	\$203	\$210	\$216	\$221	\$229
	\$52,780	\$54,600	\$56,160	\$57,460	\$59,540
3	\$210	\$216	\$221	\$229	\$237
	\$54,600	\$56,160	\$57,460	\$59,540	\$61,620
4	\$237	\$254 \$66,040	\$251	\$260	\$267
	\$61,620	*\$63,440	\$65,260	\$67,600	\$69,420
5	\$258	\$266	\$275	\$284	\$294
	\$67,080	\$69,160	\$71,500	\$73,840	\$76,460
6	\$279	\$288	\$297	\$305	\$315
	\$72,540	\$74,880	\$77,220	\$79,300	\$81,900

*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 \$16 per month for contribution to CalPERS medical health care program.

*President Fallo read in the correct amount (\$63,440) during the meeting.

Board Approved: May 19, 2003

May 19, 2003

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EL CAMINO COMMUNITY COLLEGE DISTRICT
SPECIAL PROJECT TEMPORARY ADMINISTRATOR
AGREEMENT

AGREEMENT by and between the El Camino Community College District (“DISTRICT”) and _____ (“TEMPORARY ADMINISTRATOR”) hereinafter called the Parties.

WHEREAS, the DISTRICT is authorized, pursuant to Section 72411 of the Education Code, to contract with and employ an administrator on such terms and conditions as may be mutually agreed by the DISTRICT and the administrator:

IT IS THEREFORE AGREED AS FOLLOWS:

The DISTRICT hereby retains and employs TEMPORARY ADMINISTRATOR in special projects temporary management position under the terms and conditions hereinafter set forth, and TEMPORARY ADMINISTRATOR hereby accepts said retention and agrees to perform the services hereinafter specified upon said terms and conditions:

1. The period of this Agreement shall be for no more than twelve (12) months from _____ through _____. TEMPORARY ADMINISTRATOR’s employment in said capacity will terminate automatically upon the expiration date of this agreement unless renewed at the sole option of the DISTRICT, by a written successor agreement prior to the expiration of this agreement, or unless terminated earlier as provided in paragraph 7.
 2. Under the direction of a designated Dean or Director, TEMPORARY ADMINISTRATOR shall be responsible for performance of services in conjunction with contracts, grants, or other Division special projects as assigned. Services shall be performed on designated management duty days in accordance with the District calendar, exclusive of the scheduled holidays as specified in paragraph 8.
 3. In consideration for said services, the DISTRICT shall compensate TEMPORARY ADMINISTRATOR monthly at the rate of \$_____ per day, inclusive of the duty days and holiday(s) specified, in the total amount of said compensation not to exceed \$_____. TEMPORARY ADMINISTRATOR may elect to participate in the District’s Health Care Program at their own expense.
1. TEMPORARY ADMINISTRATOR shall participate in the Public Employees Retirement System (PERS). If currently participating in the State Teachers Retirement System (STRS), TEMPORARY ADMINISTRATOR has the option to continue in STRS or elect PERS.
 2. The DISTRICT shall grant to TEMPORARY ADMINISTRATOR sick leave benefits in the amount of one (1) sick leave day per full month of employment and vacation benefits in the amount of one (1) vacation day per full month of employment. Any unused sick

leave will expire upon termination of TEMPORARY ADMINISTRATOR'S employment under this Agreement and will not be compensated. If the sick leave used at the time of termination of TEMPORARY ADMINISTRATOR'S employment under this agreement exceeds the sick leave earned, salary for the excess days will be deducted from the final paycheck. Any unused vacation days remaining upon termination of TEMPORARY ADMINISTRATOR'S employment under this agreement will be compensated at the daily rate as provided in paragraph 3, provided that the DISTRICT, prior to termination, may require TEMPORARY ADMINISTRATOR to use any or all vacation days in lieu of payment.

1. This contract may not be assigned without the written consent of the DISTRICT.
2. The DISTRICT'S offer of employment herein is contingent upon funding. TEMPORARY ADMINISTRATOR may be terminated prior to the expiration date of this agreement in the event funding is terminated or, as determined by the DISTRICT, deemed otherwise insufficient.

Further, this agreement may be terminated by either party, upon provision of ten (10) working days advance written notice by the party desiring to terminate this agreement.

3. Holidays, those days designated on the School Calendar as Holiday (Management, Faculty, Staff, Students) are to be compensated.
4. TEMPORARY ADMINISTRATOR'S employment under this Agreement shall not constitute attainment of, or eligibility to, status as a probationary or regular employee of the El Camino Community College District.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this agreement.

TEMPORARY ADMINISTRATOR
(Type or Print Name)

EL CAMINO COMMUNITY COLLEGE
DISTRICT

Signature

Vice President or Board-authorized Signator

Date: _____

Date: _____

SPTEMPADM Agreement 5/03

EL CAMINO COMMUNITY COLLEGE DISTRICT

**PROCEDURES FOR EMPLOYMENT OF
SPECIAL PROJECT TEMPORARY ADMINISTRATORS**

Employment Classification

All Special Project Temporary Administrators will be employed within the designated employment classifications approved by the Board of Trustees.

Term of Employment

The maximum term of employment under any contract of employment shall not exceed twelve (12) calendar months. The contract may be renewed on a year-to-year basis.

Salary Compensation

Special Project Temporary Administrators hired will be compensated once a month in accordance with the Special Project Temporary Administrator Daily Rate Schedule. Total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and the designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty-one (261).

Special Project Temporary Administrators shall participate in the Public Employees Retirement System (PERS) or may remain in the State Teachers Retirement System (STRS), if applicable. The District contracts with CalPERS for health care. The District will contribute \$16 a month toward the CalPERS Health Care Program. Temporary Administrators have an option to participate in the CalPERS Health Care Program at their own expense.

Holidays

Special Project Temporary Administrators shall be paid for the scheduled holidays which fall within the contract period.

Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract or employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

Vacation

One day of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the District, prior to termination, may require that the Special Project Temporary Administrator use any or all remaining vacation days in lieu of payoff.

EL CAMINO COMMUNITY COLLEGE DISTRICT
PROCEDURES FOR SELECTION AND EMPLOYMENT PROCESSING
SPECIAL PROJECT TEMPORARY ADMINISTRATOR

1. Identify position and request approval from appropriate Vice President.
2. Advertise the position as “Open Until Filled.” Note issue date.
3. Request interested candidates to submit resume, applicable transcripts, and at least three business/professional references.
4. Division office will notify candidates via postcard that their resume has been received.
5. Dean or Management designee and an appropriate faculty or staff member will screen the resumes and interview the selected applicants.
6. Candidates selected for interview will complete a District application.
7. Division Dean or Management designee shall conduct and document reference checks prior to offering the temporary position to the selected candidate.
8. Division Dean or Management designee makes offer to candidate and sends correspondence to other candidates thanking them for their interest.
9. Division Office submits the following information for selected Temporary Administrator to Human Resources:
 - Resume
 - Transcripts
 - ECC Application
 - Reference Checks
 - Employee Status Recommendation (ESR form)
 - Special Project Temporary Administrator Agreement
(Human Resources will forward for signature after Board approval)

PAYROLL PROCEDURES:

Temporary Administrator is to use the monthly classified employee timesheet and indicate each day worked.

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