

**Agenda, Monday, May 20, 2002**  
**4 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
  
- II. Approval of Minutes of the Regular Board Meeting of April 15, 2002**
- III. Presentations-**
  - A. Forensics Team**
  - B. Jane Hardester**
  - C. Debra Shepley, tBP/Architecture**
  
- 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- 8*
  - C. Student and Community Advancement  
*See Student & Community Advancement Agenda, Pages 1 - 27*
  - D. Administrative Services  
*See Administrative Services Agenda, Pages 1 – 20*  
*See Human Resources Agenda, Pages 1 – 21*
  - E. Superintendent/President  
*See Superintendent/President Agenda,*  
*Page 1*
  
- VI. Other Action Items**
  - A. Public Comment
  
- VII. Public Comment on Non-Agenda Items**
  
- VIII. Oral Reports**
  - A. Board of Trustees Report
  - B. President’s Report
  - C. Academic Senate Report
  
- IX. Closed Session**
  - A. Existing Litigation, Brown Act Section 54946.9
    - 1. Case BS 047821
  
  - B. Personnel Matters, Brown Act Section 54957
    - 1. Personnel Matters – Three Cases

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

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**A. CENTER FOR THE ARTS PRESENTATION – 2001/2002**

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

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
<b><u>2002-03 Discovery Travel Film Presentations</u></b>		
1. <b>Ireland</b> <b>Payable to: Buddy Hatton - \$1,480</b> <b>Payable to: Windoes Travelogues, Inc. - \$370</b>	September 23, 2002	\$1,850
2. <b>Thailand</b> <b>Payable to: Michael Shiley - \$1,480</b> <b>Payable to: RJ Enterprises - \$370</b>	September 30, 2002	\$1,850
3. <b>Costa Rica</b> <b>Payable to: Sandy Johnson/Trailwood Films - \$1,480</b> <b>Payable to: Windoes Travelogues, Inc. - \$370</b>	October 7, 2002	\$1,850
4. <b>People of Poland</b> <b>Payable to: Charles Hartman - \$1,480</b> <b>Payable to: R. J. Enterprises - \$370</b>	October 14, 2002	\$1,850
5. <b>India</b> <b>Payable to: Rick Ray</b>	October 21, 2002	\$1,850
6. <b>Australia</b> <b>Payable to: Bob DeLoss - \$1,480</b> <b>Payable to: R. J. Enterprises - \$370</b>	October 28, 2002	\$1,850
7. <b>Norway</b> <b>Payable to: Dale Johnson/Trailwood Films - \$1,480</b> <b>Payable to: Windoes Travelogues, Inc. - \$370</b>	November 4, 2002	\$1,850
8. <b>Greece Islands</b> <b>Payable to: Grant Foster - \$1,480</b> <b>Payable to: R. J. Enterprises - \$370</b>	November 11, 2002	\$1,850
9. <b>Undiscovered Wales</b> <b>Payable to: Frank Klicar - \$1,480</b>	November 18, 2002	\$1,850

<b>10. Baja</b>	January 20, 2003	\$1,850
<b>Payable to: John Holod - \$1,480</b>		
<b>Payable to: Windoes Travelogues, Inc. - \$370</b>		
<b>11. Lewis &amp; Clark</b>	January 27, 2003	\$1,850
<b>Payable to: Robin Williams - \$1,480</b>		
<b>Payable to: Windoes Travelogues, Inc. - \$370</b>		
<b>12. Great Canadian Train Ride</b>	February 3, 2003	\$1,850
<b>Payable to: Doug Jones</b>		
<b>13. Casablanca – Travels in Morocco</b>	February 10, 2003	\$1,850
<b>Payable to: Hal McClure - \$1,480</b>		
<b>Payable to: R. J. Enterprises - \$370</b>		
<b>14. Blazing Paddles</b>	February 17, 2003	\$1,850
<b>Payable to: Gray Warriner - \$1,480</b>		
<b>Payable to: Windoes Travelogues, Inc. - \$370</b>		
<b>15. The Heart of San Francisco</b>	February 24, 2003	\$1,850
<b>Payable to: Rick Rosefield - \$1,480</b>		
<b>Payable to: R. J. Enterprises - \$370</b>		
<b>16. Misty Isles of Scotland</b>	March 3, 2003	\$1,850
<b>Payable to: Tom Sterling - \$1,480</b>		
<b>Payable to: R. J. Enterprises - \$370</b>		
<b>17. Israel!</b>	March 10, 2003	\$1,850
<b>Payable to: Fran Reidelberger/Troll Media - \$1,480</b>		
<b>Payable to: Windoes Travelogues, Inc. - \$370</b>		
<b>18. Life of the Islands - Indonesia, Borneo &amp; the Falklands</b>	March 17, 2003	\$1,850
<b>Payable to: Richard Kern - \$1,480</b>		
<b>Payable to: R. J. Enterprises - \$370</b>		
<b><u>2002-03 Resident Artists</u></b>		
<b>19. Susan Helfter Trio</b>	June 27, 2002	\$750
<b>Payable to: Susan Helfter</b>		
<b>20. Kenner Bailey, piano</b>	June 30, 2002	\$500
<b>Payable to: Kenner Bailey</b>		

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21. <b>Double Woodwind Quintet</b> <b>Payable to: JPM Audio</b> Dr. Dane Teter and Hector Salazar will present an afternoon of rare chamber music For double woodwind quintets.	July 7, 2002	\$3,000
22. <b>Dr. Robert Haag, piano</b> There is no fee for Dr. Haag's recital.	September 22, 2002	\$0
23. <b>June Nelson</b> <b>Payable to: June Nelson</b>	October 6, 2002	\$500
24. <b>Lois Roberts Trio</b> <b>Payable to: Lois Roberts</b>	November 24, 2002	\$750
25. <b>James Mack</b> <b>Payable to: James Mack</b>	January 12, 2003	\$750
26. <b>Rhonda Dillon</b> <b>Payable to: Rhonda Dillon</b>	January 19, 2003	\$750
27. <b>Ann Patterson</b> <b>Payable to: Ann Patterson</b>	January 26, 2003	\$750
28. <b>Carolyn Brown</b> <b>Payable to: Carolyn Brown</b>	March 9, 2003	\$750
29. <b>Hedley Nosworthy</b> <b>Payable to: Hedley Nosworthy</b>	March 23, 2003	\$750
30. <b>Kristi Lobitz</b> <b>Payable to: Kristi Lobitz</b>	April 27, 2003	\$750

**B. INSTRUCTIONAL FIELD TRIP – SPRING 2002**

It is recommended that the Board approve the following instructional field trip for Spring 2002:

1. April 26-28, 2002 – Ms. Kristin Facer and Dr. Bruce Fitzpatrick – MESA Southern California Leadership Retreat, estimated students 10, Camp Ronald McDonald, Apple Canyon Center – depart 11:00 a.m. (4/26), return 5:00 p.m. (4/28) – Van transportation.

**C. PROPOSED COURSE DISCIPLINES**

Under the provisions of Title 5, the Academic Senate, through the College Curriculum Committee, makes recommendations to the Board of Trustees for approval of course disciplines. During this academic year, the College Curriculum Committee reviewed and approved the

appropriate disciplines for each of the currently active 1405 courses.

It is recommended that the Board of Trustees approve the College Curriculum Committee's recommendations regarding the placement of these courses with their appropriate disciplines.

**D. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2002-2003  
ACADEMIC YEAR**

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2002-2003 academic year, listed below:

**FINE ARTS DIVISION**

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

1. Dance 25abcd - Commercial Dance  
*Current Status/Proposed Change*  
Prerequisite: one semester of Dance 23abcd with a minimum grade of C  
Corequisite: ~~None~~ Dance 25Labcd  
*Recommended Preparation:* Dance 32ab
2. Dance 35abcd - Ballet Variations  
*Current Status/Proposed Change*  
Prerequisite: one semester of Dance 32ab with a minimum grade of C  
Corequisite: ~~None~~ Dance 35Labcd  
Recommended Preparation: Dance 33abcd
3. Dance 51ab - Latin Social Dance  
*Current Status/Proposed Change*  
Corequisite: ~~None~~ Dance 51Lab
4. Dance 53ab - American Social Dance  
*Current Status/Proposed Change*  
Corequisite: ~~None~~ Dance 53Lab

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

1. Music 7 - Exploring Music in Education  
*Current Status/Proposed Change*  
Corequisite: ~~None~~ Music 7L

This course is designed to introduce music to students interested in elementary school education. It will be comprised of the fundamentals of music, singing, and playing the recorder, rhythm and accompanying instruments. Also included will be music listening

skills and an introduction to music of different cultures and styles. Students will attend selected musical events offered by the El Camino College Center for the Arts.

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

### *Current Status/Proposed Change*

1. ~~Television and Media Communications~~ Film/Video 50 - Special Topics in ~~Television and Media Communication~~ Film/Video

Discipline: Mass Communications/~~Broadcasting Technology~~

This course is designed to explore topics in ~~Television and Media Communications~~ Film/Video more specific than provided in other courses in the regular departmental curriculum. Students are referred to the current schedule of classes for details of specific courses.

## **CHANGES IN TITLE, DISCIPLINE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS**

### *Current Status/Proposed Change*

1. ~~Television and Media Communications~~ Film/Video 95abcd - Cooperative Career Education

Discipline: ~~Television and Media~~ Mass Communications/~~Broadcasting Technology~~

Through a set of learning objectives established by the student, employer, and instructor, each student will work with and learn from experts in the ~~Television and Media Communications~~ Film/Video field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare these to personal potential and expectations.

## **CHANGE IN PROGRAM DESCRIPTION**

1. Film/Video - A.A. Degree and Certificates of Competence and Completion

By completing the degree or certificate requirements, students gain both theoretical and practical knowledge in ~~television and related mediums such as film, radio, and new media.~~ film/video production, scriptwriting, and media aesthetics. The curriculum prepares students for either entry-level employment in the entertainment and telecommunications industries or for transfer to a four-year degree program. Upon completion of the required courses, students will be able to ~~perform various job functions associated with television and media production;~~ write, shoot, and edit short film/video projects, films or videos and demonstrate basic skills necessary for operating various film, video, and digital production equipment. Degree and certificate competencies will be assessed regularly by evaluating student performance in producing individual and group ~~films, videos, and scripts~~ projects.

2. Theatre - A.A. Degree and Certificates of Competence and Completion

The degree or certificate provides students with a comprehensive foundation in the theory theatre, history, and practice of theatre, and entertainment lighting. This is fulfilled through a structured program of theatre study in the areas of history, dramatic literature, acting, performance, technical theatre, entertainment lighting, and related crafts. Students will demonstrate their proficiency through acting competency, public performance, research papers, essays, class projects, and technical crew assignments. Program assessment is measured by public performances, program completion, transferability, and periodic program review. Students qualify to pursue a variety of theatre and entertainment related careers and advanced degree options.

## NEW COURSES

1. Dance 25Labcd - Commercial Dance Event Attendance Laboratory

Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%

Corequisite: Dance 25abcd

Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.

2. Dance 35Labcd - Ballet Variations Event Attendance Laboratory

Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%

Corequisite: Dance 35abcd

Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.

3. Dance 51Lab - Latin Social Dance Event Attendance Laboratory

Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%

Corequisite: Dance 51ab

Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.

4. Dance 53Lab - American Social Dance Event Attendance Laboratory

Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%

Corequisite: Dance 53ab

Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.

5. Music 7L - Exploring Music in Education Concert Attendance Laboratory

Units: 0 Lab: minimum 5 hours per semester to be arranged Faculty Load: 0%

Students will attend selected musical events offered by the El Camino College Center for the Arts.



## **HEALTH SCIENCES AND ATHLETICS DIVISION**

### **NEW PROGRAM DESCRIPTION**

1. School Health Clerk Certificates of Competence and Completion  
By completing the certificate requirements, students will acquire proficiency in the role of the school health clerk paraprofessional. Students will gain knowledge of the legal and ethical responsibilities within the school health clerk role; communication skills; health and wellness concepts; chronic and acute health conditions; psychosocial problems; common treatment protocols; first aid and CPR techniques; health information and office management; and disaster planning. Observation experiences focusing on the roles and responsibilities of school health clerks will be provided in local school districts. Certificate competencies will be assessed regularly through written assignments and examinations. The curriculum prepares students for entry-level school health clerk positions within school districts and various community agencies.

## **INDUSTRY AND TECHNOLOGY DIVISION**

### **INACTIVATE COURSES**

1. Electronics 102 - Direct Current Circuits
2. Electronics 103 - Alternating Current Circuits

### **ARTICULATION AGREEMENTS**

1. Harbor Occupational Center Course: Automobile Mechanic/Fundamentals articulates with:  
El Camino College Course: Automotive Technology 1 - Introduction to Automotive Service
2. Harbor Occupational Center Course: Automobile Mechanic/Pre-Employment articulates with:  
El Camino College Course: Automotive Technology 22A - Introduction to Tune-Up, Electrical and Fuel Systems
3. Hawthorne High School Course: Metal 2A, B articulates with:  
El Camino College Course: Machine Tool Technology 13A - Introduction to Machine Tool Technology

## **NATURAL SCIENCES DIVISION**

### **NEW COURSES**

1. Biology 50Jabc - Field Studies in Tropical Islands

**May 20, 2002**

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Units: 2      Lecture: 1 hour      Lab: 3 hours      Faculty Load: 21.667%  
Credit, degree applicable

This course is primarily field lecture and laboratory study of the biological aspects of tropical islands and provides the opportunity to study first-hand plant and animal forms in their natural habitat. Geologic aspects of island origin and formation of terrestrial and marine habitats and their subsequent colonization by plants and animals will be discussed. Coral reef formation and reef ecology will be examined with special emphasis on coral types as well as fish, molluscan, and other reef invertebrates. While introductory lectures and a final evaluation meeting will occur on campus, this course usually includes an intense two-week field excursion to a tropical area or island.

Note: Likely destinations might include Hawaii, Florida Keys, Galapagos Islands, French Polynesia, Mexico, Central America.

Note: Participant's fee required for transportation, meals, and lodging.

2. Geography 20abcd – Geography Field Studies

Units: 1    Lecture: .5 hours    Lab: 1.5 hours (18 week course)    Faculty Load: 10.833%

Recommended Preparation:      eligibility for English 2R

Credit, degree applicable; Transfer CSU

This course focuses on the physical, cultural, urban, and economic elements of geographic regions. Field study is usually conducted over a four day period.

Note: Participant's fee required for camping and meals.

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**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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\*Please note item M was withdrawn, and no substitutions were made.

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**A. STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips coordinated through the Counseling Services Division and the El Camino College Language Academy. The purposes of the trips are to provide students with university experience as well as cultural enrichment.

May 9, 2003 – Ken Key, California State University at Dominguez Hills and Harbor-UCLA Research Foundation and Education Institute, Carson California. Estimated students 7. Depart 8:30am, return 5pm. Transportation by van.

June 28, 2002 – Giselle Richards, J. Paul Getty Museum, Los Angeles, California. Estimated students 35. Depart 10am; return 3:30pm. Transportation by bus.

**B. DANCE JAM '02**

It is recommended that the Board approve attendance of students of Dance 87abcd to participate in the Northern California Dance Jam '02 Festival May 17-18, 2002 at Contra Costa College, San Pablo, California. Expenses in the amount of \$2,500 to be paid from Auxiliary Services funds. Bernice Boseman, Instructor. Drivers: Katisha Adams, Wendi Baity, Da Tell, Ingrid Ortiz, Walemi Ortiz

Jennifer Brown, Tamara Kemp, Yoko Kogure, Tara Lee, Heather Lowey  
Glidys Lozano, Mayah McCoy, Krysta Olson, Marcela Perez, Ida Price  
Trista Solomon

**C. COMMUNITY EDUCATION SUMMER 2002 PROGRAM**

It is recommended that the Board approve the Community Education Summer 2002 Program as shown on pages 5-14. It is further recommended that payment to the instructors for the classes be based on specifications in their contracts. The specification is either 1) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

**D. SUMMER COLLEGE FOR YOUTH**

It is recommended that the Board approve the following classes for the College for Youth Program. It is further recommended that payment to the instructor for the class be based on specifications in the contract. The specification is either 1) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees is collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

Course	Instr	N-non empl	# mtgs	1 <sup>st</sup> date	Day	Time
SCRM Math/Reading	SCRM	N-non	4	7/1-7/2	M-Th	Various
SCRM Math/Reading	SCRM	N-non	4	7/29-8/2	M-Th	Various
SCRM Reading & Math Clinics	SCRM	N-non	4	8/26-9/1	M-Th	Various

**E. GRANTS - ACCEPTANCE**

It is recommended that the Board approve acceptance of the following grants.

3. Chancellor’s Office – Associate Degree Nursing Program. The El Camino College Nursing Program will use funds to increase student enrollment by ten additional students for the fall class of 2002. A medical Surgical nursing instructor will be hired to assist with the lecture, paperwork and clinical instruction of this section of students.

Amount of Grant Funding from Granting Agency:                     \$119,402  
 Amount of College Match   \$       -0-  
 Total Amount of Grant:   \$119,402  
 Performance Period: February 1, 2002 through June 31, 2004

4. Chancellor’s Office – Bridge to Teacher Education Program. The Bridge to Teacher Education Program (BTEP) will target students who have identified teaching as a career goal, but are under-prepared in mathematics and cannot qualify for El Camino College’s Teacher Education Program (TEP). The proposed project will provide support for these future teachers by offering special sections of Math 40 and Math 70 linked with either a counselor-taught Academic Strategies Course (Math Study Techniques) or with Supplemental Instruction. As a result of the project, 60% of the 140 participating BTEP students will successfully complete their Math 40 and Math 70 courses compared to the 39% average success rate in these courses.

Amount of Grant Funding from Granting Agency                     \$35,445  
 Amount of College Match (In-Kind)                                     \$ 6,937  
 Total Amount of Grant:   \$42,383  
 Performance Period: June 29, 2002 through July 29, 2003

5. Mt. San Antonio College – Post-License Program Training. The El Camino College Nursing Program has been awarded \$91,000 as a subcontract from the Regional Health Occupations Resource Center (RHORC) grant at Mt San Antonio College Nursing. The purpose of this grant is to provide training to licensed nurses in the specialty areas of critical care, emergency, operating room nursing, etc. The funds will be used to deliver the didactic component of Nursing 218 (Critical Care Nursing) via simultaneous video conferencing to three (3) community college sites where students/employees of several hospitals will be receiving the content. The Nursing program will also use the funding to pay for in-house and off-campus equipment costs, technical support on campus, and upgrading of on-campus nursing equipment.

Amount of Grant Funding from Granting Agency:	\$91,000
Amount of College Match:	\$ -0-
Total Amount of Grant:	\$91,000
Performance Period: February 1, 2002 through January 31, 2003	

- F. EL CAMINO COLLEGE 2003-2004 SCHOOL CALENDAR  
It is recommended that the Board approved the El Camino College 2003-2004 School Calendar as shown on pages 15-19.
- G. BOARD POLICY 5110 – COUNSELING – SECOND READING AND ADOPTION  
It is recommended that the Board receive for Second Reading and Adoption Board Policy 5110 – Counseling as shown on page 20.
- H. REVISED BOARD POLICY 5120 – TRANSFER CENTER  
SECOND READING AND ADOPTION  
It is recommended that the Board receive for Second Reading and Adoption Board Policy 5120 – Transfer Center as shown on pages 21-22.
- I. BOARD POLICY 5130 – FINANCIAL AID - SECOND READING AND ADOPTION  
It is recommended that the Board receive for Second Reading and Adoption Board Policy 5130 – Financial Aid – Second and Final Reading as shown on page 23.
- J. BOARD POLICY 5200 – STUDENT HEALTH SERVICES  
SECOND READING AND ADOPTION  
It is recommended that the Board receive for Second Reading and Adoption Board Policy 5200 – Student Health Services as shown on page 24.
- K. BOARD POLICY 5210 – COMMUNICABLE DISEASE  
SECOND READING AND ADOPTION  
It is recommended that the Board receive for Second Reading and Adoption Board Policy 5210 – Communicable Disease as shown on page 25.

L. BOARD POLICY 5410 – ASSOCIATED STUDENTS ELECTION  
SECOND READING AND ADOPTION

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5410 – Associated Students Election as shown on page 26.

M. ~~BOARD POLICY 5550 – SPEECH: TIME, PLACE, AND MANNER  
SECOND READING AND ADOPTION~~

~~It is recommended that the Board receive for Second Reading and Adoption Board Policy 5550 – Speech: Time, Place, and Manner as shown on page 27. \*~~

~~\*Please note item M was withdrawn, and no substitutions were made.~~

## Community Education Summer 2002 Schedule of Classes

Class Title                      Instr                      #mtg    1<sup>st</sup> mtg    day                      start                      end                      other days  
 room

TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
TBA	Active Education	N			TBA					Avail 90 days	online
Algebra 1, Part A	Ashford, Charlotte	N	12	7/15	M-Th	10:30 AM	11:45 AM			thru 8/1	SS104
Pre-Algebra, Part A	Ashford, Charlotte	N	12	7/15	M-Th	9:00 AM	10:15 AM			thru 8/1	SS104
Pre-Algebra-Parts A&B	Ashford, Charlotte	N	8	8/5	M-Th	12:00 PM	1:45 PM			thru 8/15	SS111
Basic Math Parts A & B	Berkich, Michele	N	8	8/5	M-Th	12:00 PM	1:45 PM			thru 8/15	SS109
Basic Math, Part A	Berkich, Michele	N	11	6/24	M-Th	9:00 AM	10:15 PM			thru 7/11	SS106
Creative Writing for School & Fun	Berkich, Michele	N	12	7/15	M-Th	3:30 PM	4:45 PM			thru 8/1	SS106
Grammar	Berkich, Michele	N	12	7/15	M-Th	10:30 AM	11:45 AM			thru 8/1	SS106
Inventor's Workshop	Berkich, Michele	N	11	6/24	M-Th	12:30 PM	1:45 PM			thru 7/11	SS106
Inventor's Workshop	Berkich, Michele	N	11	6/24	M-Th	2:00 PM	3:15 PM			thru 7/11	SS106
Inventor's Workshop	Berkich, Michele	N	12	7/15	M-Th	2:00 PM	3:15 PM			thru 8/1	SS106
Study Skills	Berkich, Michele	N	11	6/24	M-Th	3:30 PM	4:45 PM			thru 7/11	SS106
Study Skills	Berkich, Michele	N	12	7/15	M-Th	9:00 AM	10:15 AM			thru 8/1	SS106
Study Skills	Berkich, Michele	N	12	7/15	M-Th	12:30 PM	1:45 PM			thru 8/1	SS106
Writer's Camp	Berkich, Michele	N	8	8/5	M-Th	9:30 AM	11:15 AM			thru 8/15	SS109

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**Student and Community Advancement – Page 5**



Spelling & Vocab	Berkick, Michele	N	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	SS106
Imp/Exp: Global Nego & Comm	CITD	N	2	7/17	Wed	6:30 PM	9:30 PM	7/24	BTC-Haw
Imp/Exp: Int'l Marketing & Sales	CITD	N	2	7/10	Wed	6:30 PM	9:30 PM	7/17	BTC-Haw
Creative Writing for School & Fun	Curry-Jankans, Eunice	N	11	6/24	M-Th	12:30 PM	1:45 PM	thru 7/11	PE228
Study Skills for Success	Curry-Jankans, Eunice	N	8	8/5	M-Th	12:00 PM	1:45 PM	thru 8/15	SS110
Study Skills for Success	Curry-Jankans, Eunice	N	8	8/5	M-Th	2:00 PM	3:45 PM	thru 8/15	SS110
Writer's Camp	Curry-Jankans, Eunice	N	8	8/5	M-Th	9:30 AM	11:15 AM	thru 8/15	SS110
Writing an "A" Report	Curry-Jankans, Eunice	N	11	6/24	M-Th	9:00 AM	10:15 PM	thru 7/11	MU133
Writing an "A" Report	Curry-Jankans, Eunice	N	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	MU133
Beginning SQL	Digital University	N	12	7/8	M,W			thru 8/7	online
Beginning SQL	Digital University	N	12	8/12	M,W			thru 9/11	online
Introduction to Oracle	Digital University	N	12	7/8	M,W			thru 8/14	online
Introduction to Oracle	Digital University	N	12	8/12	M,W			thru 9/18	online
Macromedia Flash 1 (Beg.)	Digital University	N	12	7/8	M,W			thru 7/31	online
Macromedia Flash 1 (Beg.)	Digital University	N	12	8/12	M,W			thru 9/4	online
Macromedia Flash 2 (inter)	Digital University	N	12	7/8	M,W			thru 7/31	online
Macromedia Flash 2 (inter)	Digital University	N	12	8/12	M,W			thru 9/4	online
Macromedia Flash 3 (Adv)	Digital University	N	12	7/8	M,W			thru 7/31	online
Macromedia Flash 3 (Adv)	Digital University	N	12	8/12	M,W			thru 9/4	online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online

TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
TBA	Digital University	N	12	TBA	M,W				online
Basic Math, Part A	Dolphin, Gia	N	11	6/24	M-Th	3:30 PM	4:45 PM	thru 7/11	PE229
Grammar	Dolphin, Gia	N	11	6/24	M-Th	12:30 PM	1:45 PM	thru 7/11	PE229
Grammar	Dolphin, Gia	N	12	7/15	M-Th	10:30 AM	11:45 AM	thru 8/1	PE229
Medical Terminology	Dolphin, Gia	N	7	7/8	M,W	6:30 PM	9:30 PM	7/10,15,17,22,24,29	SS203
Spelling & Vocab	Dolphin, Gia	N	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	PE229
Spelling & Vocab	Dolphin, Gia	N	11	6/24	M-Th	2:00 PM	3:15 PM	thru 7/11	PE229
Spelling & Vocab	Dolphin, Gia	N	12	7/15	M-Th	12:30 PM	1:45 PM	thru 8/1	PE229
Spelling & Vocab	Dolphin, Gia	N	12	7/15	M-Th	3:30 PM	4:45 PM	thru 8/1	PE229
Study Skills	Dolphin, Gia	N	12	7/15	M-Th	2:00 PM	3:15 PM	thru 8/1	PE229
A to Z Grantwriting	Education to Go	N	12	7/10	W, F			thru 8/16	online
A to Z Grantwriting	Education to Go	N	12	8/14	W, F			thru 9/21	online
Access Beginning	Education to Go	N	12	7/10	W, F			thru 8/16	online
Access Beginning	Education to Go	N	12	8/14	W, F			thru 9/21	online
Access Intermediate	Education to Go	N	12	7/10	W, F			thru 8/16	online
Access Intermediate	Education to Go	N	12	8/14	W, F			thru 9/21	online
Accounting Fundamentals	Education to Go	N	12	7/10	W, F			thru 8/16	online
Accounting Fundamentals	Education to Go	N	12	8/14	W, F			thru 9/21	online
Advanced A+ Cert. Prep	Education to Go	N	12	7/10	W, F			thru 8/16	online
Advanced A+ Cert. Prep	Education to Go	N	12	8/14	W, F			thru 9/21	online
Advanced Web Pages	Education to Go	N	12	7/10	W, F			thru 8/16	online
Advanced Web Pages	Education to Go	N	12	8/14	W, F			thru 9/21	online
Basic A+ Certification Prep	Education to Go	N	12	7/10	W, F			thru 8/16	online
Basic A+ Certification Prep	Education to Go	N	12	8/14	W, F			thru 9/21	online
Creacion de Paginas Web	Education to Go	N	12	7/10	W, F			thru 8/16	online
Creacion de Paginas Web	Education to Go	N	12	8/14	W, F			thru 9/21	online
Creating Web Graphics	Education to Go	N	12	7/10	W, F			thru 8/16	online

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Creating Web Graphics	Education to Go	N	12	8/14	W, F			thru 9/21	online
Creating Web Pages	Education to Go	N	12	7/10	W, F			thru 8/16	online
Creating Web Pages	Education to Go	N	12	8/14	W, F			thru 9/21	online
Debt Elimination Techniques That Work	Education to Go	N	12	7/10	W, F			thru 8/16	online
Debt Elimination Techniques That Work	Education to Go	N	12	8/14	W, F			thru 9/21	online
Discover Digital Photography	Education to Go	N	12	7/10	W, F			thru 8/16	online
Discover Digital Photography	Education to Go	N	12	8/14	W, F			thru 9/21	online
Excel Beginning	Education to Go	N	12	7/10	W, F			thru 8/16	online
Excel Beginning	Education to Go	N	12	8/14	W, F			thru 9/21	online
Excel Intermediate	Education to Go	N	12	7/10	W, F			thru 8/16	online
Excel Intermediate	Education to Go	N	12	8/14	W, F			thru 9/21	online
FrontPage	Education to Go	N	12	7/10	W, F			thru 8/16	online
FrontPage	Education to Go	N	12	8/14	W, F			thru 9/21	online
Intermediate A+ Cert. Prep	Education to Go	N	12	7/10	W, F			thru 8/16	online
Intermediate A+ Cert. Prep	Education to Go	N	12	8/14	W, F			thru 9/21	online
Intro to Dreamweaver 3	Education to Go	N	12	7/10	W, F			thru 8/16	online
Intro to Dreamweaver 3	Education to Go	N	12	8/14	W, F			thru 9/21	online
Intro to PC Troubleshooting	Education to Go	N	12	7/10	W, F			thru 8/16	online
Intro to PC Troubleshooting	Education to Go	N	12	8/14	W, F			thru 9/21	online
Intro to Photoshop 5.0/5.5	Education to Go	N	12	7/10	W, F			thru 8/16	online
Intro to Photoshop 5.0/5.5	Education to Go	N	12	8/14	W, F			thru 9/21	online
Intro to Photoshop 6	Education to Go	N	12	7/10	W, F			thru 8/16	online
Intro to Photoshop 6	Education to Go	N	12	8/14	W, F			thru 9/21	online
Introduccion a QuickBooks	Education to Go	N	12	7/10	W, F			thru 8/16	online
Introduccion a QuickBooks	Education to Go	N	12	8/14	W, F			thru 9/21	online
Introduction to Networking	Education to Go	N	12	7/10	W, F			thru 8/16	online
Introduction to Networking	Education to Go	N	12	8/14	W, F			thru 9/21	online
Laws of the Business Jungle	Education to Go	N	12	7/10	W, F			thru 8/16	online

Laws of the Business Jungle	Education to Go	N	12	8/14	W, F			thru 9/21	online
Online Investing	Education to Go	N	12	7/10	W, F			thru 8/16	online
Online Investing	Education to Go	N	12	8/14	W, F			thru 9/21	online
Project Mgmt 1	Education to Go	N	12	7/10	W, F			thru 8/16	online
Project Mgmt 1	Education to Go	N	12	8/14	W, F			thru 9/21	online
Project Mgmt 2	Education to Go	N	12	7/10	W, F			thru 8/16	online
Project Mgmt 2	Education to Go	N	12	8/14	W, F			thru 9/21	online
Project Mgmt 3	Education to Go	N	12	7/10	W, F			thru 8/16	online
Project Mgmt 3	Education to Go	N	12	8/14	W, F			thru 9/21	online
Project Mgmt 4	Education to Go	N	12	7/10	W, F			thru 8/16	online
Project Mgmt 4	Education to Go	N	12	8/14	W, F			thru 9/21	online
Project Mgmt 5	Education to Go	N	12	7/10	W, F			thru 8/16	online
Project Mgmt 5	Education to Go	N	12	8/14	W, F			thru 9/21	online
QuickBooks	Education to Go	N	12	8/14	W, F			thru 9/21	online
QuickBooks	Education to Go	N	12	7/10	W, F			thru 8/16	online
Speed Spanish	Education to Go	N	12	7/10	W, F			thru 8/16	online
Speed Spanish	Education to Go	N	12	8/14	W, F			thru 9/21	online
Start Your Own Consulting Practice	Education to Go	N	12	7/10	W, F			thru 8/16	online
Start Your Own Consulting Practice	Education to Go	N	12	8/14	W, F			thru 9/21	online
Start/Operate Home-Based Business	Education to Go	N	12	7/10	W, F			thru 8/16	online
Start/Operate Home-Based Business	Education to Go	N	12	8/14	W, F			thru 9/21	online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online

TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
TBA	Education to Go	N	12	TBA	W,F				online
Understanding Human Resources Function	Education to Go	N	12	7/10	W, F			thru 8/16	online
Understanding Human Resources Function	Education to Go	N	12	8/14	W, F			thru 9/21	online
Visual Basic 6.0	Education to Go	N	12	7/10	W, F			thru 8/16	online
Visual Basic 6.0	Education to Go	N	12	8/14	W, F			thru 9/21	online
Windows File & Disk Mgmt	Education to Go	N	12	7/10	W, F			thru 8/16	online
Windows File & Disk Mgmt	Education to Go	N	12	8/14	W, F			thru 9/21	online
Write Your Life Story	Education to Go	N	12	7/10	W, F			thru 8/16	online
Write Your Life Story	Education to Go	N	12	8/14	W, F			thru 9/21	online
Your Screenwriting Career	Education to Go	N	12	7/10	W, F			thru 8/16	online
Your Screenwriting Career	Education to Go	N	12	8/14	W, F			thru 9/21	online
ABCs of Home Schooling in Calif.	Ehret, M.F. (Michael)	N	1	7/11	Thur	6:30 PM	9:30 PM		SS203
Make a Diff as Presenter CCC	Ehret, M.F. (Michael)	N	1	7/25	Thur	6:30 PM	9:30 PM		SS203
Tracing Your Hispanic Genealogy	Ehret, M.F. (Michael)	N	1	7/23	Tues	6:30 PM	9:30 PM		SS203

Basic Math	Elrod, Michelle	N	11	6/24	M-Th	12:30 PM	1:45 PM	thru 7/11	PE28
Basic Math	Elrod, Michelle	N	12	7/15	M-Th	9:00 AM	10:15 AM	thru 8/1	PE28
Basic Math, Part A	Elrod, Michelle	N	12	7/15	M-Th	12:30 PM	1:45 PM	thru 8/1	PE28
Basic Math, Part B	Elrod, Michelle	N	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	PE28
Creative Writing for School & Fun	Elrod, Michelle	N	11	6/24	M-Th	2:00 PM	3:15 PM	thru 7/11	PE28
Learn to Write 4 School & Fun	Elrod, Michelle	N	11	6/24	M-Th	9:00 AM	10:15 PM	thru 7/11	PE28
Learn to Write 4 School & Fun	Elrod, Michelle	N	12	7/15	M-Th	10:30 AM	11:45 AM	thru 8/1	PE28
Writing an "A" Report	Elrod, Michelle	N	12	7/15	M-Th	2:00 PM	3:15 PM	thru 8/1	PE28
Bkping: Balance Sheet Analysis	Farmer, Kevin	N	1	7/23	Tues	6:30 PM	9:30 PM		Inglewood
Bkping: Income Statement Analysis	Farmer, Kevin	N	1	7/16	Tues	6:30 PM	9:30 PM		Inglewood
Bkping: Journals & GL	Farmer, Kevin	N	1	7/9	Tues	6:30 PM	9:30 PM		Inglewood
Quickbooks 2001	Farmer, Kevin	N	2	7/30	Tues	6:30 PM	9:30 PM	8/6	Inglewood
Think Thin, Be Thin, Stay Thin	Genco, Frank	N	1	6/27	Thur	7:00 PM	9:30 PM		SS112
Joy of Comm and Nego	Georgen, Pearl	N	1	6/29	Sat	10:00 AM	1:00 PM		SS108
AMA: HT Sharpen Bus. Writing Skills	Gerber, Judith	N	5	7/1	Mon	6:30 PM	9:30 PM	7/8,15,22,29	Bsc307
Art/Craft of Aromatherapy	Goodwin, Jane	N	1	8/3	Sat	9:00 AM	12:00 PM		Art15
Handmade Paper	Goodwin, Jane	N	1	8/3	Sat	1:00 PM	4:00 PM		Art15
HT Make Unique Gift Baskets	Goodwin, Jane	N	1	8/10	Sat	9:00 AM	12:00 PM		Art15
Soap Making Workshop	Goodwin, Jane	N	1	8/10	Sat	1:00 PM	4:00 PM		Art15
Top Producer 4 RE Prof #1	Grogan, R. Pat	N	1	6/29	Sat	9:00 AM	2:00 PM		Bsc320,22
Top Producer 4 RE Prof #2	Grogan, R. Pat	N	1	7/13	Sat	9:00 AM	2:00 PM		Bsc320,22
Top Producer 4 RE Prof #3	Grogan, R. Pat	N	1	7/20	Sat	9:00 AM	2:00 PM		Bsc320,22
Algebra 1, Part A	Hines, Fred	N	11	6/24	M-Th	4:00 PM	5:15 PM	thru 7/11	SS111
Algebra 1, Part B	Hines, Fred	N	12	7/15	M-Th	4:00 PM	5:15 PM	thru 8/1	SS111
Geometry, Part A	Hines, Fred	N	11	6/24	M-Th	5:30 PM	6:45 PM	thru 7/11	SS111
Geometry, Part B	Hines, Fred	N	12	7/15	M-Th	5:30 PM	6:45 pm	thru 8/1	SS111

Algebra 1-Parts A & B	Hines, Frederick	N	8	8/5	M-Th	4:00 PM	5:45 PM	thru 8/15	SS111
Algebra 1, Part B	Johnson, Sheila	N	11	6/24	M-Th	2:00 PM	3:15 PM	thru 7/11	PE228
Algebra 1, Part B	Johnson, Sheila	N	12	7/15	M-Th	2:00 PM	3:15 PM	thru 8/1	PE228
Real Estate Appraisal: New Career, New Business	Levitan, Les	N	1	6/25	Tues	7:00 PM	10:00 PM		SS206
Internet-Bus Research	Levitt, Carole	N	1	7/24	Wed	6:30 PM	9:30 PM		Bsc320,22
Internet-Investigative Research	Levitt, Carole	N	1	7/17	Wed	6:30 PM	9:30 PM		Bsc320,22
Internet-Legal Research	Levitt, Carole	N	1	7/31	Wed	6:30 PM	9:30 PM		Bsc320,22
Keys to Success:Comp Keyboarding	Liu, Jane	N	12	7/15	M-Th	12:30 PM	1:45 PM	thru 8/1	Bsc320,22
Creative Writing for School & Fun	Loy, Alexandria	N	12	7/15	M-Th	2:00 PM	3:15 PM	thru 8/1	SS204
Grammar	Loy, Alexandria	N	11	6/24	M-Th	12:30 PM	1:45 PM	thru 7/11	SS204
Grammar	Loy, Alexandria	N	11	6/24	M-Th	2:00 PM	3:15 PM	thru 7/11	SS204
Grammar	Loy, Alexandria	N	12	7/15	M-Th	10:30 AM	11:45 AM	thru 8/1	SS204
Study Skills	Loy, Alexandria	N	11	6/24	M-Th	3:30 PM	4:45 PM	thru 7/11	SS204
Study Skills	Loy, Alexandria	N	12	7/15	M-Th	12:30 PM	1:45 PM	thru 8/1	SS204
Writing an "A" Report	Loy, Alexandria	N	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	SS204
Writing an "A" Report	Loy, Alexandria	N	12	7/15	M-Th	3:30 PM	4:45 PM	thru 8/1	SS204
Let's Spell It Right	Memory School	N	1	8/14	Wed	1:00 PM	4:00 PM		SS108
Memory Power & Study Skills	Memory School	N	1	8/15	Thur	1:00 PM	4:00 PM		SS108
Intermediate Photography	Miller, Dennis	N	4	7/23	Tues	7:00 PM	9:00 PM	7/30, 8/6, 13	SS112
Intro to B/W Photography	Miller, Dennis	N	4	6/25	Tues	7:00 PM	9:00 PM	7/2, 9, 16	SS112
HT Become a Mystery Shopper	Moran, Elaine	N	2	7/16	Tues	7:00 PM	9:30 PM	7/23	Mu205
How to Talk to Practically Anybody	Railsback, Sherrie	N	1	7/25	Thur	6:30 PM	9:30 PM		SS112
Move to the Head of the Class	Railsback, Sherrie	N	2	7/16	T,Th	1:00 PM	4:00 PM	7/18	PE26
Learn How I Turned \$4000 into Millions in RE	Reddick, Marshall	N	1	9/8	Sun	9:00 AM	3:30 PM	opt tour 3:30-5:30pm	Bus2

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Algebra 1, Part A	Richards, Mark	N	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	PE209
Algebra 1, Part B	Richards, Mark	N	12	7/15	M-Th	10:30 AM	11:45 AM	thru 8/1	PE209
Algebra 2, Part A	Richards, Mark	N	11	6/24	M-Th	12:30 PM	1:45 PM	thru 7/11	PE209
Algebra 2, Part B	Richards, Mark	N	12	7/15	M-Th	12:30 PM	1:45 PM	thru 8/1	PE209
Geometry, Part A	Richards, Mark	N	11	6/24	M-Th	2:00 PM	3:15 PM	thru 7/11	PE209
Geometry, Part B	Richards, Mark	N	12	7/15	M-Th	2:00 PM	3:15 PM	thru 8/1	PE209
Pre-Algebra, Part A	Richards, Mark	N	11	6/24	M-Th	9:00 AM	10:15 PM	thru 7/11	PE209
Pre-Algebra, Part B	Richards, Mark	N	12	7/15	M-Th	9:00 AM	10:15 AM	thru 8/1	PE209
Reiki I: Intro to Energy Healing	Rientord, Marie	N	1	7/13	Sat	10:00 AM	6:00 PM		SS108
Stock Market Investment Game	Schuchard, Ken	N	4	7/10	Wed	5:00 PM	6:00 PM	7/17, 24, 31	Bsc311
Spanish for Kids	Shimko, Celina	N	12	7/15	M-Th	9:00 AM	10:15 AM	thru 8/1	PE26
Spanish for Kids	Shimko, Celina	N	8	8/5	M-Th	9:30 AM	11:30 AM	thru 8/15	SS112
Basic Math, Part B	Wenkel, Wendy	N	12	7/15	M-Th	9:00 AM	10:15 AM	thru 8/1	MU133
Spelling & Vocab	Wenkel, Wendy	N	12	7/15	M-Th	10:30 AM	11:45 AM	thru 8/1	MU133
Study Skills	Williams, Valerie	N	11	6/24	M-Th	3:30 PM	4:45 PM	thru 7/11	PE228
Writing an "A" Report	Williams, Valerie	N	11	6/24	M-Th	5:00 PM	6:15 PM	thru 7/11	PE228
Writing an "A" Report	Williams, Valerie	N	12	7/15	M-Th	12:30 PM	1:45 PM	thru 8/1	PE228
SAT Preparation		N	4	9/7	Sat	10:00 AM	1:00 PM	9/14, 21, 28	SS108
Yoga Introduction	Anderson, David	N-non	9	6/29	Sat	10:30 AM	12:00 PM	7/6,13,20,27,8/3,10,17,24	PE2
HT Become a Spl Event Planner	Binder, Farla	N-non	1	7/18	Thur	6:30 PM	9:30 PM		SS112
Science Camp: Inventionology	Destination Science	N-non	5	7/8	M-F	9:00 AM	4:00 PM	7/8-12	StAct E
Science Camp: Rocket Science	Destination Science	N-non	5	7/22	M-F	9:00 AM	4:00 PM	7/23-26	StAct E
Science Camp: Tech Zone	Destination Science	N-non	5	7/15	M-F	9:00 AM	4:00 PM	7/16-19	StAct E
Nego 1:Art of getting what u want	Georgen, Pearl	N-non	1	7/9	Tues	6:30 PM	9:30 PM		Bsc307
Nego 2:How to talk,what to say	Georgen, Pearl	N-non	1	7/16	Tues	6:30 PM	9:30 PM		Bsc307
Nego 3: Mastery of the Art	Georgen, Pearl	N-non	1	7/23	Tues	6:30 PM	9:30 PM		Bsc307



Nego 4: Resolve Critical Issues	Georgen, Pearl	N-non	1	7/30	Tues	6:30 PM	9:30 PM		Bsc307
Instant Piano	Hardman, Patrick	N-non	1	6/29	Sat	1:00 PM	4:00 PM		Bus5
Keyboards Kool n Kwik	Hardman, Patrick	N-non	1	6/29	Sat	9:00 AM	12:00 PM		Bus5
HT Buy Car & Save Big \$	Hassan, Richard	N-non	1	7/11	Thur	6:30 PM	9:30 PM		SS112
HT Buy Home or Invst Prop at Discount	Jensen, Jeff	N-non	1	8/3	Sat	9:30 AM	3:30 PM		SS108
Write to Get Published Now	Jensen, Jeff	N-non	1	7/27	Sat	9:30 AM	3:30 PM		SS108
HT Publish Book for Under \$200	Johnson, Belma	N-non	1	7/20	Sat	9:00 AM	4:00 PM		SS108
Internet-Search Strategies	Levitt, Carole	N-non	1	7/10	Wed	6:30 PM	9:30 PM		Bsc320,22
Yoga Intermediate	Market, Simone	N-non	9	6/29	Sat	9:00 AM	10:15 AM	7/6,13,20,27,8/3,10,17,24	PE2
Belly Dancing-Mixed Levels	Nakano, Jeanne	N-non	5	6/29	Sat	10:30 AM	11:45 PM	7/6, 7/13, 7/20, 7/27	PE233
Become a Notary in 8 hours	Notary Public Seminars	N-non	3	7/22	MWS	6:30 PM	9:30 PM	7/24: 6:30-9:30; 7/27-9-11	SS106
Stock Market Investment Game	Schuchard, Ken	N-non	4	7/10	Wed	6:30 PM	8:30 PM	7/17, 24, 31	Bsc311
C-BEST Prep & Review	Steiman, Henry	N-non	3	7/13	Sat	9:00 AM	4:00 PM	7/20, 27	SS111
C-BEST Prep & Review-Math	Steiman, Henry	N-non	1	7/27	Sat	9:00 AM	4:00 PM		SS111
Algebra 1, Part A	Ashford, Charlotte	Y	11	6/24	M-Th	10:30 AM	11:45 AM	thru 7/11	SS104
Algebra 1-Parts A & B	Ashford, Charlotte	Y	8	8/5	M-Th			thru 8/15	SS111
Pre-Algebra, Part A	Ashford, Charlotte	Y	11	6/24	M-Th	9:00 AM	10:15 PM	thru 7/11	SS104
Computer Keyboarding	Liu, Jane	Y	11	6/24	M-Th	12:30 PM	1:45 PM	thru 7/11	LibBsmB
Community Woodturning Guild	Selph, Jack	Y	11	8/4	Sun	1:00 PM		1st Sunday of ea month	Ctec
How to Study Smarter (not harder)	Douglas, Lee		1	7/20	Sat	11:00 AM	1:30 PM		SS109
7 1 1 Tips & Tech. for Test Taking	Douglas, Lee		1	7/27	Sat	11:00 AM	1:00 PM		SS109

EL CAMINO COMMUNITY COLLEGE DISTRICT  
SCHOOL YEAR CALENDAR  
2003-2004

**JULY 2003**

S	M	T	W	T	F	S
	30	1	2	*3	[ 4 ]	[ 5 ]
[ 6 ]	7	8	9	10	[11]	[12]
[13]	14	15	16	17	[18]	[19]
[20]	21	22	23	24	[25]	[26]
[27]	28	29	30	31		

**NOVEMBER 2003**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	*10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	*27	*28	29
30						

**MARCH 2004**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST 2003**

S	M	T	W	T	F	S
						[ 1 ] [ 2 ]
[ 3 ]	4	5	6	7	(8)	[ 9 ]
[10]	11	12	13	14	(15)	[16]
[17]	(18)	(19)	(20)	(21)	(22)	[23]
[24]	(25)	(26)	(27)	{28}	{29}	[30]
[31]						

**DECEMBER 2003**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	(22)	(23)	(24)	*25	*26	27
	[28]	[29]	[30]	*31		

**APRIL 2004**

S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	{12}	{13}	(14)	(15)	(16)	(17)
(18)	19	20	21	22	23	24
	25	26	27	28	29	30

**SEPTEMBER 2003**

S	M	T	W	T	F	S
	*1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**JANUARY 2004**

S	M	T	W	T	F	S
						*1 (2) [ 3 ]
[ 4 ]	(5)	(6)	7	8	9	[10]
[11]	12	13	14	15	16	[17]
[18]	*19	20	21	22	23	[24]
[25]	26	27	28	29	30	[31]

**MAY 2004**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	*31					

**OCTOBER 2003**

S	M	T	W	T	F	S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY 2004**

S	M	T	W	T	F	S
[ 1 ]	2	3	4	5	6	[ 7 ]
[ 8 ]	9	10	(11)	(12)	*13	[14]
[15]	*16	17	18	19	20	21
22	23	24	25	26	27	28
29						

**JUNE 2004**

S	M	T	W	T	F	S
						1 2 3 4 5
6	7	8	9	10	11	12
13	(14)	(15)	(16)	(17)	(18)	[19]
[20]	21	22	23	24	[25]	[26]
[27]	28	29	30	1	[ 2 ]	[ 3 ]

Fall	Spring	Flex Days	Summer 1	Summer 2	Winter Session	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[ ] - Campus Closed

[\*] - Holidays (Management, Faculty, Staff, Students)

( ) - Campus Remains Open – Classes not in session

**EL CAMINO COLLEGE CALENDAR  
2003-2004**

**Fall Semester 2003**

Flex Days	August 28 and 29
Mandatory Flex Day – August 28	
Labor Day Holiday	September 1
Fall Classes Begin	September 2
Weekend Classes Begin	September 6
Veterans Day Holiday	November 10
Semester Ends	December 21
Winter Break	December 22 – January 1
Staff Returns	January 2

**Winter Session – 2004**

Winter Session Begins	January 7
Martin Luther King Holiday	January 19
Winter Session Ends	February 10
(Weekend Classes are not held during Winter Session)	

**President’s Holidays**

Lincoln’s Holiday	February 13
Washington’s Holiday	February 16

**Spring Semester - 2004**

Spring Classes Begin	February 17
Weekend Classes Begin	February 21
Flex Days	April 12-13
Spring Break	April 14-18
Semester Ends	June 13

**Summer Session – 2004**

June 21 through August 12

**EL CAMINO COLLEGE  
SCHOOL CALENDAR 2003-2004  
EIGHT WEEKS COURSE DATES**

**FALL 2003**

**First Eight Weeks**

September 2 through October 26, 2003

**Second Eight Weeks**

October 27 through December 21, 2003

**SPRING 2004**

**First Eight Weeks**

February 17 through April 11, 2004

**Second Eight Weeks**

April 19 through June 13, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
HOLIDAYS FOR 12-MONTH EMPLOYEES  
FISCAL YEAR 2003-2004**

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1. Independence Day Holiday	Friday, July 4	2003
2. Labor Day Holiday	Monday, September 1	2003
3. Veterans Holiday	Monday, November 10	2003
4. Thanksgiving Holiday	Thursday, November 27	2003
5. Local Holiday	Friday, November 28	2003
6. Local Holiday	Wednesday, December 24	2003
7. Christmas Holiday	Thursday, December 25	2003
8. Local Holiday	Wednesday, December 31	2003
9. New Year's Holiday	Thursday, January 1	2004
10. Martin Luther King's Holiday	Monday, January 19	2004
11. Lincoln's Holiday	Friday, February 13	2004
12. Washington's Holiday	Monday, February 16	2004
13. Memorial Day Holiday	Monday, May 31	2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**SUMMER SCHOOL YEAR CALENDAR**  
 SUMMER 2004

JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	[ 2 ]	[ 3 ]	[ 1 ]	2	3	4	5	[ 6 ]	[ 7 ]
6	7	8	9	10	11	12	[ 4 ]	(*5)	6	7	8	[ 9 ]	[ 10 ]	[ 8 ]	9	10	11	12	[ 13 ]	[ 14 ]
13	(14)	(15)	(16)	(17)	(18)	[ 19 ]	[ 11 ]	12	13	14	15	[ 16 ]	[ 17 ]	[ 15 ]	16	17	18	19	20	[ 21 ]
[ 20 ]	21	22	23	24	[ 25 ]	[ 26 ]	[ 18 ]	19	20	21	22	[ 23 ]	[ 24 ]	[ 22 ]	23	24	25	26	27	[ 28 ]
[ 27 ]	28	29	30							[ 25 ]	26	27		28	29		[ 30 ]	[ 31 ]		
	[ 29 ]	30	31																	

**SUMMER SESSIONS ----- 2004**

Six Week Sessions

June 21 through July 29, 2004  
 June 28 through August 5, 2004

Eight Week Session

June 21 through August 12, 2004

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 [\* ] – **Holiday (Faculty, Staff, Students)**  
 [ ] – **Classes Not In Session. Campus Closed.**  
 ( ) - **Classes Not In Session . Campus Remains Open**  
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**Summer Schedule – 2004**

**The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 21, 2004 and end Thursday, August 12, 2004. Fridays are non-working days during this 8-week period.**

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**Board Policy 5110****COUNSELING**

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

**Reference:**

Education Code Section 72620  
Title 5, Section 51018

El Camino College  
Adopted:

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May 20, 2002

Student and Community Advancement – Page 20

## **Board Policy 5120**

## **TRANSFER CENTER**

The El Camino Community College District shall recognize transfer as one of its primary missions. The Transfer Center shall be committed to the development of activities and services that identify and increase the number of students who choose to transfer and are prepared to transfer, and shall monitor the effectiveness of those services.

Reference:

Title 5, Section 51027

El Camino College

Adopted:

Replaces Board Policy 6202



~~The El Camino Community College District shall recognize transfer as one of its primary missions. The Transfer Center shall be committed to the development of activities and services that identify and increase the number of students who choose to transfer and are prepared to transfer, and shall monitor the effectiveness of those services. Priority shall be placed on the preparation and transfer of students from economically disadvantaged families and students from traditionally underrepresented backgrounds.~~

**El Camino college**

**Policy**

**Adopted: ~~October 30, 2002~~**

## **Board Policy 5130**

## **FINANCIAL AID**

Financial Aid programs, including scholarships, grants, loans, and work-study, will be available to students.

All financial aid programs will adhere to the guidelines, procedures and standards of the funding agency and will incorporate federal, state and other applicable regulatory requirements.

The Superintendent/President shall assure that satisfactory academic progress standards for all participants in Title IV of the Higher Education Act are established, publicized and applied.

### Reference:

20 U.S.C. Sections 1070, et esq.  
34 CFR Section 668  
Education Code Section 76300

El Camino College  
Adopted:

**Board Policy 5200**

**STUDENT HEALTH SERVICES**

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.

Reference:

Education Code Section 76401

El Camino College  
Adopted:

**Board Policy 5210****COMMUNICABLE DISEASE**

The Superintendent/President shall assure that procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students are established.

**Reference:**

Education Code Section 76403

El Camino College  
Adopted:

## **Board Policy 5410**

## **ASSOCIATED STUDENTS ELECTION**

The Associated Students Organization shall conduct annual elections to elect officers. The Superintendent/President shall assure that the elections are conducted in accordance with procedures established by the Associated Students Organization and Student Development Office.

Any student elected as an officer in the Associated Students Organization shall meet all of the following requirements:

1. The student shall be enrolled in a minimum of 6 semester units at the time of election and while holding office.
2. The student shall meet and maintain the minimum standards of scholarship established by Board Policy 4220 and related administrative procedures.
3. Any other requirements established by the Associated Students Constitution.

### Reference:

Education Code Section 76061

Associated Students Constitution as Amended

El Camino College  
Adopted:

\*Please note item M (Board Policy 5550) was withdrawn, and no substitutions were made.

## **Board Policy 5550**

## **SPEECH: Time, Place, and Manner**

The El Camino Community College campus is not for public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Superintendent/President shall enact administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums. The administrative procedures shall not prohibit the right of students and non-students to exercise free expression, including but not limited to the use of bulletin boards designated for such use.

The distribution of printed materials or petitions in those parts of the College designated as Free Speech Areas, and the wearing of buttons, badges, or other insignia shall not be prohibited.

Students and non-students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Equal access and equal opportunity shall be provided to all racial, religious, political, and social groups.

Speech that is defamatory or obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission or unlawful acts on District property shall be prohibited. The violation of District policies and procedures or the substantial disruption of the orderly operation of the District is also prohibited.

Nothing in this policy shall prohibit the regulation of hate speech so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2, Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate speech unless such speech is constitutionally protected.

### **Reference:**

United States Constitution, Amendment 1  
California Constitution, Article 1, Section 2  
Education Code Section 76120

El Camino College  
Adopted:

May 20, 2002

Student and Community Advancement – Page 27

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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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	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Report.....	1
B. Tentative Budget 2002-2003 .....	2
C. Approval to Deposit Funds.....	2
D. Transfer of Funds to Capital Outlay.....	2
E. Contracts Valued at \$50,000 or Higher.....	2
F. Amendments.....	3
G. Bid 2001-14/Portable Classroom Installation .....	3
H. Bid 2001-12/HVAC Services .....	4
I. Bid 2001-16/Electrical Services .....	4
J. Opinion Research .....	5
K. Resolution – Redevelopment Funding .....	5
L. Purchase Orders.....	7

**A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS**

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

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

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

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

**FISCAL YEAR 2001-02**

Quarter Ended (Q3) March 31, 2002

<u>General Fund</u>	<u>2001-02 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<b>INCOME</b>			
Federal	\$ 3,207,432	\$ 272,691	8.5%
State	54,348,069	41,534,428	76.42%
Local	33,979,778	24,952,226	73.43%
Interfund Transfers	<u>350,000</u>	<u>113,200</u>	32.34%
Total Income	\$ 91,885,279	\$ 66,872,545	72.78%
<b>APPROPRIATIONS</b>			
Academic Salaries	\$ 38,956,674	\$ 27,570,285	70.77%
Classified Salaries	23,939,925	14,943,650	62.42%
Staff Benefits	10,863,526	4,502,948	41.45%
Supplies/Books	2,797,830	1,777,142	63.52%
Other Operating Expenses	10,384,175	7,462,915	71.87%
Capital Outlay	3,667,869	1,309,635	35.71%
Other Outgo	<u>1,214,000</u>	<u>778,322</u>	64.11%
Total Appropriations	\$ 91,823,999	\$ 58,344,897	63.54%



**B. TENTATIVE BUDGET 2002-2003**

The Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Bookstore, and Cafeteria Funds for the 2002-03 fiscal year is submitted to the Board for information now and for adoption at the June 24, 2002, 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 requested that the Board approve payments not to exceed \$700,000 to Southern California Community College Districts' Self-Funded Insurance Agency for Workers' Compensation Protection for the payment of workers' compensation claims during the 2002-2003 budget year. A payment of \$300,000 is to be made July 1, 2002; the balance is to be made by October 1, 2002. This total amount is provided in the Workers' Compensation Fund for the 2002-2003 budget year.

**D. TRANSFER OF FUNDS TO CAPITAL OUTLAY**

It is recommended that \$4,000,000 for the 2002-2003 school year be transferred from the General Fund-Unrestricted to the Capital Outlay Fund as a temporary loan. This will provide adequate cash to support ongoing construction projects until reimbursements are received.

**E. CONTRACTS VALUED AT \$50,000 OR HIGHER**

It is recommended that the Board of Trustees, in accordance with Board Policy 6530, approve the District entering into the following agreements with the following contractors and that the Vice President - Administrative Services or his designee be authorized to execute the necessary documents.

**Toft Wolff Farrow, Inc.** Provide electrical mechanical & plumbing engineering services for design, development, construction documents; construction observation and plan interpretation during construction for the West Boiler Plant and Heat Piping Replacement project.

<u>Date</u>	<u>Cost</u>
7/1/2001 – 6/30/2002	\$81,800

41-55130-710000-9077

**F. AMENDMENTS**

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

1. **City of Hawthorne** Under the School-to-Work Opportunities Act, continue to provide school-to-career development and implementation services.

<u>Date</u>		<u>Amount</u>
10/1/00 – <del>9/30/01</del> 9/30/02	Original Contract	\$105,793
(renewable annually)	Amendment Increase	<u>66,998</u>
New Total		\$172,791
12-55130-000000-6485		

2. **Hammel, Green & Abrahamson, Inc.** Amend Basic Services Architectural agreement Board approved November 20, 2000 to include the following increases:

Amendment #1	1) Seismic Upgrade	\$450,000
Amendment #2	2) Network detailing	<u>39,800</u>
Site & building infrastructure	Total	\$489,800

**G. BID 2001-14/PORTABLE CLASSROOM INSTALLATION – SITE AND UTILITIES**

It is recommended that the following contractor be awarded an agreement for the portable classroom installation – site & utilities for the District in accordance with the specifications, terms and conditions, of the above named bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
48259	West-Star Construction Inc.[3]	\$229,500.00 Includes materials, labor and applicable taxes

Other Bidders: Oved Dagen, \$179,000.00 [3] \*; S&R Construction \$245,000.00; C.A. Granger \$249,224.00 [3]; Mod-Craft Inc. \$255,167.00 [none stated]; Mel Smith Electric \$283,000.00 [none stated]; Minco Construction \$289,000.00[3]; Garcia-Bentley Construction \$293,095.00 [none reported]; Gateway Electric Inc. \$295,000.00 [none reported]; Y2K Contractors Inc. \$343,990.00 [none reported]; Action Contractors [3] \$374,000.00; GAM Construction Inc. \$483,000.00 [8]

\*Oved Dagen Construction was the apparent low bidder when the bids were opened on April 26, 2002. Mr. Dagen was notified on April 29,2002 that his company was being recommended to receive the award at \$179,000.00. Mr. Dagen cited a mistake in his

bid response, stating that he meant to bid \$279,000.00. Under Public Contract Code 5103, “Grounds for relief” the reason cited by Mr. Dagen for relief from the bid price submitted is acceptable to the District. Under Public Contract Code 5105, “Award to second or third lowest bidder”, the District will recommend an award to West-Star Construction Inc., the second lowest bidder at \$229,500.00.

“No Bid” Responses: One

Non-Respondents: Amelco Construction, Bilan Construction, Datum Group Inc., D.L. Kaufman, Inc., Driver Construction Services, Echeverry Construction, Halcyon Electric, Kerry Contractors Inc., Melkee Construction, Pacific General Contractors, Y2K Contractors Inc.

**H. BID 2001-15/ HVAC SERVICES**

The District requested bids from several contractors to provide HVAC services during the next three-year period to facilitate scheduled maintenance and remodel work needed for small projects ranging in value from \$15,000 to \$100,000 per project. Only one bid was received. The District wants to receive several bids that will be more representative of the marketplace; consequently, it is recommended, in accordance with the specifications, terms, and conditions of the bid, that the only bid submitted for these HVAC services be rejected. Since it is the District’s intention to make two (2) awards, at least three or more bids are preferable.

**I. BID 2001-16/ ELECTRICAL SERVICES**

It is recommended that the following two contractors be awarded agreements for miscellaneous electrical services upgrades for the District in accordance with the specifications, terms, and conditions, of the above named bid. The projects will range in value from \$15,000.00 to \$100,000.00 per project. The contractors will rotate construction assignments throughout the school year over a three (3) year initial contract period. At the discretion of the District, this bid may be extended with the same contractor(s) for two (2) additional one-year periods, not to exceed a total of five (5) years.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	West-Star Construction Inc. [2], [3]	Mark-up on direct costs, 10% (ten-percent).
TBD	Imagination Electrical Inc. [1]	Mark-up on direct costs, 9.8% (nine & eight-tenths percent)

Other Bidders: National Electrical Contractors\*, 4.9% [3]; Minco Construction\*, 9.5% [3]

\*It has been recommended that the two (2) contractors, Minco Construction and National Electrical Contractors be rejected because current reference checks have provided unfavorable recommendations and comments. (references provided by the bidding contractors in both cases).

“No Bid” Responses: None

Non-Respondents: Aguirre Electrical, ALS Electrical, Downey Electrical, FJS Electric Service, Harrison Electric, Lite House Electric Service, Miron Electric Construction Corp., Rovazzini Electric, Sun Electric, Chuck’s Electric, M & W Electric, Hutzezon Electrical, Webb Electrical, Masco Electrical

**J. OPINION RESEARCH**

It is recommended that the Board allocate an amount not to exceed \$18,000 for opinion research relating to community support for a possible bond election. This data would be used in helping the District to identify primary areas of community support.

It is further recommended that Fairbank, Maslin, Maullin & Associates be hired to conduct the opinion research because of their extensive experience with education policy and financing ballot measures.

**K. RESOLUTION – REDEVELOPMENT FUNDING**

It is recommended that the Board approve the following resolution to receive redevelopment funding.

**RESOLUTION OF THE BOARD OF TRUSTEES**

**EL CAMINO COMMUNITY COLLEGE DISTRICT REGARDING HAWTHORNE REDEVELOPMENT AGENCY (HRA), INGLEWOOD REDEVELOPMENT AGENCY (IRA), AND LAWDALE REDEVELOPMENT AGENCY (LRA)**

**PROJECT AREAS: Century Redevelopment Project (IRA)  
Hawthorne Project No. 2 (HRA)  
Imperial-Prairie Redevelopment Project (IRA)  
La Cienega Redevelopment Project (IRA)  
Lawndale Economic Revitalization Project (LRA)  
Merged Inglewood Redevelopment Project (IRA)**

WHEREAS the Community Development Law, Health and Safety Code, Section 33000 et seq., authorizes cities and counties to establish redevelopment agencies and projects; and

WHEREAS the redevelopment agency receives the increase in taxes due to increased property valuation in a project area, which are referred to as tax increments; and

WHEREAS the governing board of El Camino Community College is directed to elect to receive certain of these tax increment funds as outlined in Health and Safety code Section 33676;

NOW THEREFORE, BE IT RESOLVED, first that the El Camino Community College District hereby elects to be allocated all tax increments as defined in Health and Safety Code, Section 33676 for the title Redevelopment Project Areas; and secondly, that a copy of this resolution shall be sent to the Los Angeles County Board of Supervisors, Los Angeles County Treasurer and Tax Collector, Los Angeles County Auditor-Controller, and the City Councils of the Cities of Hawthorne, Inglewood, and Lawndale and the Hawthorne, Inglewood and Lawndale Redevelopment Agencies.

IN WITNESS WHEREOF, we have here unto set our hands this May 20, 2002.

**BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE**

DISTRICT

**OF LOS ANGELES COUNTY**

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Vice President

By \_\_\_\_\_  
Member

By \_\_\_\_\_  
Member

By \_\_\_\_\_  
Member

**STATE OF CALIFORNIA - COUNTY OF LOS ANGELES**

I, Robert Haag, Secretary of the Governing Board of the El Camino Community College District of Los Angeles County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular Board Meeting thereof, held at its regular place of meeting, at the regular time, and on the date and by the vote above stated, which resolution is on file in the office of the Superintendent.

\_\_\_\_\_  
Secretary of the Board of Trustees  
El Camino Community College District

## L. PURCHASE ORDERS

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

Run Date  
5/6/02

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

Meeting Date : 5-20-2002

*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.
P0043103	National Geographic Society	Geography	Supplies	\$21.60
P0043104	National Geographic Society	Geography	Supplies	\$23.82
P0043118	Delphin Computer Supply	Facilities/Planning	Replacement Equipment	\$2,701.92
P0043156	Sirchie Fingerprint Lab	Parking-Student Perm	Supplies	\$56.55
P0043262	Advanced Electronics	Technical Services	Repairs Parts And Supplies	\$2,779.51
P0043336	School World Software	VATEA Business Educa	Supplies	\$108.26
P0043346	Safe Navigation	Earth Sciences	Supplies	\$340.99
P0043389	Marshall Music	Music	Supplies	\$486.58
P0043460	CCS Presentation Systems Inc.	PFE Maximizing Math	New Equipment – Instruc.	\$21,896.70
P0043463	Nexcom Computer Superstore	Technical Services	Repairs Parts And Supplies	\$1,969.83
P0043464	Davis Bacon Material Handling	Technical Services	Repairs Parts And Supplies	\$616.21
P0043467	Waxie	Operations	Supplies	\$1,385.92
P0043510	Specialty Doors	P4E Inglewood Fire	New Equipment – Instruc.	\$10,299.97
P0043522	Modern Biology, Inc.	Life Sciences	Supplies	\$141.20
P0043525	Vernier Software & Technology	Chemistry	Supplies	\$777.45
P0043531	Western Office Interiors	V.P. Academic Affairs	New Equipment – Noninstruc.	\$685.65
P0043551	Woodland Hills Camera	Astronomy	Supplies	\$239.28
P0043563	Sky Publishing Corporation	Astronomy	Supplies	\$138.02
P0043571	Highsmith Company Inc.	TANF	New Equipment – Noninstruc.	\$1,472.20
P0043574	ICG -Los Angeles	00-01 P4E One Card	New Equipment – Noninstruc.	\$12,548.34
P0043587	The Map Shop	Astronomy	Supplies	\$106.76
P0043599	National Business Furniture	TANF	New Equipment – Noninstruc.	\$1,369.36
P0043605	Dell Marketing L. P.	Title V CSUDH-ECC HS	New Equipment – Instruc.	\$1,437.56
P0043639	Cognos	TTIP Total Cost	Software	\$5,782.45
P0043654	Max International	TTIP Total Cost	New Computer Equipment-No	\$1,488.44
P0043688	A-1 Office Plus	Civic Ctr Comm Serv	Supplies	\$168.87
P0043696	ICG -Los Angeles	00-01 P4E One Card	New Equipment – Noninstruc.	\$10,456.95
P0043714	Dell Marketing L. P.	TANF	New Equipment – Noninstruc.	\$3,899.17
P0043716	Dell Marketing L. P.	V.P. Academic Affairs	New Computer Equipment-No	\$1,476.53

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P0043720	Netkey, Inc	00-01 P4E One Card	Computer Software Account	\$6,250.00
P0043734	Card Imaging	00-01 P4E Inglewood	Computer Software Account	\$7,225.64
P0043741	Johnson Company	Health, Safety	Supplies	\$545.71
P0043742	Ward's	Health, Safety	Supplies	\$294.60
P0043743	Fisher Scientific Education Mater	Health, Safety	Supplies	\$579.25
P0043744	Sargent-Welch Scientific	Health, Safety	Supplies	\$626.09
P0043747	Jameco Electronics	Technical Services	Repairs Parts And Supplies	\$1,410.88
P0043749	Dell Marketing L. P.	CA Virtual Comm Coll	New Computer Equipment-No	\$2,796.05
P0043760	College Legal Information, Inc	Admissions/Records	Other Books	\$175.37
P0043768	Delphin Computer Supply	Division Office Huma	Other Services And Expense	\$90.80
P0043776	Bradleys Plastic Bag Company	Life Sciences	Supplies	\$55.64
P0043780	CDW Computer Centers, Inc.	CA Virtual Comm Coll	Supplies	\$43.38
P0043794	Delphin Computer Supply	00-01 P4E CISCO ACAD	New Equipment – Instruc.	\$555.86
P0043795	School Specialty Inc.	00-01 P4E CISCO ACAD	New Equipment – Instruc.	\$4,104.84
P0043799	Boise Cascade	P4E ENGL.READING CAI	Supplies	\$377.33
P0043803	Delphin Computer Supply	CA Virtual Comm Coll	New Equipment – Noninstruc.	\$289.03
P0043806	South Coast Shingle	Carpenter Shop	Supplies	\$199.45
P0043810	Boise Cascade Office Products	TANF	New Equipment – Noninstruc.	\$614.87
P0043815	Advanced Printing/Graphics	CA Virtual Comm Coll	Supplies	\$356.25
P0043819	IDS Technologies	Telecommunications	New Equipment – Noninstruc.	\$541.25
P0043820	Micro Warehouse	Telecommunications	New Equipment – Noninstruc.	\$594.29
P0043823	Audio Graphic Systems	00-01 P4E ART B320	New Equipment – Instruc.	\$221.92
P0043834	Seers Lumber Company, Inc.	Construction Technol	Supplies	\$4,439.63
P0043836	CCS Presentation Systems Inc.	TANF	New Equipment – Noninstruc.	\$15,442.04
P0043839	CCS Presentation Systems Inc.	TANF	New Equipment – Noninstruc.	\$4,199.03
P0043844	Boise Cascade	TANF	New Equipment – Noninstruc.	\$563.99
P0043850	Cal-Ed Optical	Life Sciences	Supplies	\$45.47
P0043854	Thomas Paton & Assoc.	CADD	New Equipment – Instruc.	\$8,118.75
P0043864	Carolina Biological	VTEA Learning Resource	Supplies	\$4,653.40
P0043869	Meds Publishing	Nursing	Liabilities/Fundraising	\$1,029.50
P0043870	Laerdal Medical Corporation	Nursing	Liabilities/Fundraising	\$2,608.83
P0043872	Boat U.S.	WPLRC Technical Inst	New Equipment – Instruc.	\$472.24
P0043874	Apple Computer, Inc.	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$5,145.07
P0043880	Adanac Industries	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$617.03
P0043881	Adanac Industries	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$452.49
P0043883	Advanced Electronics	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$5,444.56
P0043884	Sterling Technical Services	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$7,259.33
P0043886	CCS Presentation Systems Inc.	00-01 P4E Expanded	Site Improvements	\$7,122.22
P0043887	Pccables.Com	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$49.75
P0043892	Micro Warehouse	00-01 P4E WEBMASTER	New Equipment – Instruc.	\$792.39
P0043893	Veriad	Film Rental	Supplies	\$769.90
P0043898	Apple Higher Education	Audio/Visual	Supplies	\$528.26
P0043900	Audio Graphic Systems	Audio/Visual	Supplies	\$447.08
P0043902	Micro Warehouse	00-01 P4E CISCO ACAD	New Equipment – Instruc.	\$289.03
P0043903	State of the Art Audio Visual	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$1,353.13
P0043906	Eagle Electronics	00-01 P4E CISCO ACAD	Supplies	\$863.56
P0043907	Micro Warehouse	TANF	New Equipment – Noninstruc.	\$2,499.49
P0043910	CCS Presentation Systems Inc.	00-01 P4E FINE ARTS	New Equipment – Instruc.	\$811.88
P0043911	Dell Marketing L. P.	TANF	New Equipment – Noninstruc.	\$1,706.50
P0043912	Delphin Computer Supply	Title V CSUDH-ECC HS	New Equipment – Instruc.	\$1,618.34
P0043913	Mcmaster-Carr Supply Company	Facilities/Planning	Replacement Equipment	\$748.58

P0043915	Grainger	Facilities/Planning	Replacement Equipment	\$3,536.82
P0043920	Amazon.Com	Music Library	Library Books	\$24.99
P0043922	Dynaflow Publications	Music Library	Library Books	\$72.95
P0043931	Micro Warehouse	Division Office Fine	Computer Software Account	\$54.07
P0043937	Boise Cascade	VATEA Counseling	New Equipment – Instruc.	\$297.69
P0043938	Visual Symphony	VATEA Counseling	New Equipment – Instruc.	\$2,175.67
P0043942	Henderson Furniture, Inc.	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$2,736.14
P0043949	Baxter Electronic Infusion Produc	Nursing	Liabilities/Fundraising	\$2,706.25
P0043951	Physician Sales & Service	Nursing	Liabilities/Fundraising	\$844.63
P0043952	Rockwell Medical Supply	Nursing	Liabilities/Fundraising	\$583.86
P0043953	Pocket Nurse	Nursing	Liabilities/Fundraising	\$323.67
P0043954	Medical Plastic Laboratory	Nursing	Liabilities/Fundraising	\$1,232.97
P0043956	Gaumard Scientific Comany, Inc	Nursing	Liabilities/Fundraising	\$184.03
P0043957	Pacific West	Nursing	Liabilities/Fundraising	\$49.80
P0043958	Southern Anesthesia & Surgical	Nursing	Liabilities/Fundraising	\$152.10
P0043959	WALLCUR INC	Nursing	Liabilities/Fundraising	\$270.41
P0043960	Hill-Rom Tom Demalon	Nursing	Liabilities/Fundraising	\$1,871.65
P0043962	Vwr Science Corporation	Life Sciences	Supplies	\$7,078.06
P0043963	Carolina Biological	Life Sciences	Supplies	\$1,044.29
P0043964	Ward's Natural Science Establish	Life Sciences	Supplies	\$3,229.39
P0043965	Carolina Biological	Life Sciences	Supplies	\$216.30
P0043966	Ward's	Life Sciences	Supplies	\$411.53
P0043968	Delphin Computer Supply	Division Office NSci	Supplies	\$108.20
P0043969	Salon Express	Cosmetology	Supplies	\$927.07
P0043972	Micro Warehouse	I&T Div Ofc	Supplies	\$696.05
P0043973	Micro Warehouse	CADD	New Equipment – Instruc.	\$646.19
P0043974	Micro Warehouse	CADD	New Equipment – Instruc.	\$346.29
P0043975	The Graphic Corps	VATEA Supplementary	Multi Media Advertising	\$5,027.06
P0043976	Phoenix Marketing Services	VATEA Supplementary	Multi Media Advertising	\$4,371.07
P0043978	Phoenix Marketing Services	VATEA Supplementary	Multi Media Advertising	\$49,075.83
P0043980	Boise Cascade	P4E 99-00 COMPRE.TRA	Supplies	\$259.80
P0043981	CCS Presentation Systems Inc.	VATEA Counseling	New Equipment – Instruc.	\$8,553.36
P0043982	Awards to Remember	EOPS CARE	Supplies	\$356.15
P0043984	Unique Products	Grounds	Supplies	\$8,375.30
P0043985	Yamada Service Center	Grounds	Replacement Equipment	\$3,314.35
P0043987	D.A.C.S.	HVAC Shop	Supplies	\$1,457.47
P0043988	Grainger	Facilities/Planning	Replacement Equipment	\$2,343.13
P0043989	Smardan Supply Company	Facilities/Planning	Replacement Equipment	\$5,493.69
P0043990	Sonshine Print Shop	SBDC CITD	Reproduction – Noninstruc.	\$599.52
P0043992	School World Software	00-01 P4E CISCO ACAD	Supplies	\$2,039.72
P0043995	A-1 Office Plus	TRIO	New Equipment – Instruc.	\$2,629.55
P0043999	Unisource	Operations	New Equipment – Noninstruc.	\$3,826.64
P0044001	Grainger	Facilities/Planning	Replacement Equipment	\$2,842.27
P0044003	Quality Business Machines	Ed & Community Devel	New Equipment – Noninstruc.	\$1,077.09
P0044006	Delphin Computer Supply	Ed & Community Devel	New Equipment – Noninstruc.	\$826.49
P0044009	Sigurdson Sales & Service	Copy Center	Repairs Parts And Supplies	\$55.86
P0044010	Daily Saw Service	Copy Center	Repairs - Instructional	\$17.50
P0044011	Dell Marketing L. P.	P4E99-00 BUSINESS	Site Improvements	\$2,821.00
P0044012	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,401.84
P0044015	Sargent Welch Scientific	Physics	Supplies	\$95.68
P0044023	Paradise Florist	EOPS CARE	Supplies	\$285.63



P0044034	Dell Marketing L. P.	Information Technol	New Equipment – Noninstruc.	\$12,802.73
P0044035	B&M Lawn & Garden	Facilities/Planning	Replacement Equipment	\$8,583.68
P0044037	Stuart F. Cooper Co	Information Technol	Supplies	\$634.35
P0044038	Corporate Business Interior	MCS/Music Classrooms	New Equipment – Noninstruc.	\$972.63
P0044039	Wray Printing	Commencement Expense	Indirect Supplies	\$4,984.91
P0044041	Johnson Company	Health, Safety	Supplies	\$3,004.10
P0044042	Johnson Company	Health, Safety	Supplies	\$2,528.72
P0044044	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$670.00
P0044045	Page Computer	Parking-Student Perm	Supplies	\$127.64
P0044046	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$1,062.96
P0044047	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$542.23
P0044048	A-1 Office Plus Att: Rosa	WROCC Program 10/1/0	Supplies	\$947.19
P0044049	Hitt Marking Devices	Division Office BSSC	Other Instr Supplies	\$58.45
P0044050	Atlas Pen & Pencil	International Educat	Supplies	\$728.73
P0044053	School World Software	Student Affairs	Supplies	\$619.30
P0044054	Paper Direct, Inc.	Cact CA Employee	Supplies	\$142.83
P0044055	A-1 Office Plus	CITD Program Income	New Equipment – Noninstruc.	\$499.03
P0044056	Southland Lumber	Fine Arts	Supplies	\$103.92
P0044057	Harris Infosource	CITD Program Income	Software	\$2,490.02
P0044058	Boise Cascade	00-01 P4E ART B320	New Equipment – Instruc.	\$1,260.04
P0044059	CCS Presentation Systems Inc.	00-01 P4E ART B320	New Equipment – Instruc.	\$1,274.88
P0044061	Virco Manufacturing Corp.	00-01 P4E CISCO ACAD	Supplies	\$793.08
P0044062	Johnson Company	Health, Safety	Supplies	\$5,614.67
P0044063	Barret-Robinson Inc.	00-01 P4E ART B320	New Equipment – Instruc.	\$2,905.43
P0044064	Brent T.V. & Video Repair	CA Virtual Comm Coll	Supplies	\$340.99
P0044065	Boise Cascade	00-01 P4E Computer	Supplies	\$384.29
P0044066	Micro Warehouse	00-01 P4E Computer	Supplies	\$973.17
P0044068	Ncs Pearson	Admissions/Records	New Equipment – Noninstruc.	\$7,566.68
P0044069	Pneucon, Inc.	Electrical / Mechan	Repairs Noninstructional	\$3,932.00
P0044070	D.A.C.S.	Electrical / Mechan	Contract Services	\$9,400.00
P0044071	Corporate Business Interior	13430 Hawthorne Reno	Site Improvements	\$4,293.13
P0044072	Fancy Floors	MCS/Music Classrooms	Site Improvements	\$457.85
P0044073	Fancy Floors	MCS/Music Classrooms	Site Improvements	\$284.70
P0044074	Lrp Publications	Counseling Office	Publications/ Periodicals	\$117.55
P0044075	El Camino College Warehouse	CalWORKs	Supplies	\$137.00
P0044076	Highsmith Company Inc.	CalWORKs	Supplies	\$168.22
P0044077	Nivo Corporation	CalWORKs	Supplies	\$2,494.08
P0044078	Dell Computer Corp.	TANF	New Equipment – Noninstruc.	\$5,075.84
P0044079	Nexcom, Inc.	TANF	New Equipment – Noninstruc.	\$863.84
P0044080	Sehi Computer Products, Inc.	TANF	New Equipment – Noninstruc.	\$455.92
P0044081	Boise Cascade	TANF	New Equipment – Noninstruc.	\$279.29
P0044082	Assist Design	CalWORKs	Supplies	\$5,358.38
P0044083	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$769.50
P0044084	Best Buys	TANF	New Equipment – Noninstruc.	\$1,304.41
P0044085	Rio Hondo College	CA Virtual Comm Coll	Supplies	\$1,266.61
P0044086	Inna Newbury	FII - Teacher Educat	Supplies	\$700.00
P0044087	Micro Warehouse	00-01 P4E FINE ARTS	New Computer Equipmnt-Ins	\$1,536.07
P0044088	Dell Marketing L. P.	TANF	New Equipment - Noninstru	\$2,821.00
P0044089	August Enterprises, Inc.	Contract Education	Contract Services	\$10,143.00
P0044090	Empire Cleaning Supply	Operations	Replacement Equipment	\$1,040.09
P0044091	Grainger	Operations	Replacement Equipment	\$643.23

P0044093	A-1 Office Plus	Ed & Community Devel	New Equipment – Noninstruc.	\$2,411.00
P0044094	Glasby	Parking-Student Perm	Supplies	\$331.12
P0044095	AGS	Foster Care Education	Supplies	\$59.13
P0044096	True Colors	Foster Care Education	Supplies	\$876.83
P0044097	Ultimate Office	Foster Care Education	Supplies	\$230.06
P0044098	Corporate Express	Foster Care Education	Supplies	\$643.01
P0044099	MCSI	VATEA Early Childhood	Supplies	\$8,216.43
P0044100	Boise Cascade	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$172.12
P0044101	Virco Manufacturing Corp.	TANF	New Equipment – Noninstruc.	\$1,087.39
P0044102	Dell Marketing L. P.	VATEA Business Educa	New Equipment – Instruc.	\$7,414.04
P0044103	Apple Higher Education	VATEA Medial / TV	Software	\$3,350.34
P0044104	Dell Marketing L. P.	00-01 P4E FINE ARTS	New Computer Equipmnt-Ins	\$19,194.89
P0044105	Delphin Computer Supply	Ctr for Arts Adm Pub	Supplies	\$864.92
P0044107	Peripole-Bergerault	VATEA Early Childhood	Supplies	\$399.96
P0044108	Morey's Music Store	VATEA Early Childhood	Supplies	\$334.93
P0044109	West Music	VATEA Early Childhood	Supplies	\$875.15
P0044111	Virco Manufacturing Corp.	TANF	New Equipment – Noninstruc.	\$6,970.08
P0044112	Apple Computer, Inc.	VATEA Business Educa	New Computer Equipmnt-Ins	\$22,977.15
P0044113	Marshall N. Gartenlaub	CACT Partnership	Conferences Mgmt	\$128.44
P0044114	Victoria Sayer	Community Advancement	Conferences Mgmt	\$490.00
P0044115	Greystone Specialties	CACT Partnership	Multi Media Advertising	\$2,457.00
P0044116	Phoenix Marketing Services	CACT Partnership	Supplies	\$336.66
P0044117	Phoenix Marketing Services	CACT Partnership	Supplies	\$500.00
P0044118	Phoenix Marketing Services	CACT Partnership	Multi Media Advertising	\$4,648.00
P0044119	Nicholle Williams	Foster Care Education	Contract Services	\$148.00
P0044120	Sandra Chase	Foster Care Education	Contract Services	\$148.00
P0044121	Susan Tucker	Foster Care Education	Contract Services	\$148.00
P0044122	Darlene Taylor	Foster Care Education	Contract Services	\$148.00
P0044123	Lorrie Irving	Foster Care Education	Contract Services	\$370.00
P0044124	Floy Hawkins	Foster Care Education	Contract Services	\$350.00
P0044125	Millicent Craig	Foster Care Education	Contract Services	\$148.00
P0044126	Linda Beal	Foster Care Education	Contract Services	\$74.00
P0044127	Robbie Odom	Foster Care Education	Contract Services	\$148.00
P0044128	Crystal Fuentes	CalWORKs	Supplies	\$150.36
P0044129	Tracs	Discovery Series	Conferences Mgmt	\$135.00
P0044130	Vanessa Parker	CalWORKs	Contract Services	\$150.00
P0044131	Geac Computers, Inc	Instructional Televi	Other Services And Expense	\$7,794.00
P0044133	The Tape Company	Film Rental	Supplies	\$607.50
P0044134	Lexis-Nexis	Instructional Televi	Other Services And Expense	\$1,200.00
P0044135	Delphin Computer Supply	Division Office Inst	New Equipment – Instruc.	\$1,618.34
P0044136	CCS Presentation Systems Inc.	Division Office Inst	New Equipment – Instruc.	\$1,461.38
P0044137	Edits Publishers	Division Office Inst	Supplies	\$1,063.45
P0044138	Oclc	Instructional Televi	Other Services And Expense	\$4,000.00
P0044139	Audio Graphic Systems	Division Office Inst	New Equipment – Instruc.	\$1,244.88
P0044140	Videotape Products	Division Office Inst	New Equipment – Instruc.	\$2,265.72
P0044141	Audio Graphic Systems	Division Office Inst	New Equipment – Instruc.	\$346.40
P0044142	Delphin Computer Supply	Division Office Inst	New Equipment – Instruc.	\$213.25
P0044143	Highsmith Company Inc.	Division Office Inst	Supplies	\$173.74
P0044145	Hitt Marking Devices	EOPS	Supplies	\$42.49
P0044146	Boise Cascade	Information Technol	Supplies	\$286.86
P0044148	A-1 Office Plus	Information Technol	Supplies	\$1,432.15

P0044149	Culver-Newlin Inc.	V.P. Academic Affairs	New Equipment – Noninstruc.	\$3,999.30
P0044151	Wray Printing	EOPS	Supplies	\$38.97
P0044154	CCS Presentation Systems Inc.	00-01 P4E FINE ARTS	New Equipment – Instruc.	\$1,326.07
P0044155	Delphin Computer Supply	CA Virtual Comm Coll	Supplies	\$236.96
P0044156	Wray Printing	EOPS	Supplies	\$155.88
P0044159	Parkin Design	Ctr for Arts Promoti	Supplies	\$12,000.00
P0044160	Empire Cleaning Supply	Operations	Supplies	\$844.62
P0044161	Xpedx Paper & Graphics	EOPS	Supplies	\$407.89
P0044163	Computerland of Silicon Valley	CA Virtual Comm Coll	Software	\$329.08
P0044164	Wray Printing	Counseling Office	Supplies	\$38.97
P0044165	Pak-West	Operations	Supplies	\$4,643.93
P0044166	Bultrite Partitions Office System	EOPS	New Equipment – Noninstruc.	\$209.73
P0044167	Veritect	Information Technol	Computer Software Account	\$2,425.00
P0044168	Delphin Computer Supply	EOPS	New Computer Equipment-No	\$1,618.34
P0044169	School Specialties	Counseling Office	New Equipment – Noninstruc.	\$410.27
P0044170	Eagle Dataware	Information Technol	Supplies	\$802.35
P0044171	Jamestown Press	Division Office Huma	Supplies	\$2,500.00
P0044172	Micro Warehouse	Information Technol	Supplies	\$666.82
P0044174	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,887.88
P0044175	America's Trophy Company	Humanities	Supplies	\$175.00
P0044176	Netpool	SBDC Federal 1/1/01	License Fee/Site Licenses	\$25,000.00
P0044177	Boise Cascade	Torrance Program Inc	New Equipment – Noninstruc.	\$337.74
P0044178	Pepper of Los Angeles	Fine Arts	Supplies	\$248.98
P0044179	Boise Cascade	Torrance Program Inc	New Equipment – Noninstruc.	\$505.66
P0044180	Vizual Symphony, Inc.	DSPS	New Equipment – Instruc.	\$3,499.72
P0044183	Recording for the Blind and Dysle	DSPS	Dues And Memberships	\$1,074.18
P0044184	Boise Cascade	Fine Arts	Supplies	\$61.29
P0044188	Staples	CalWORKs	Supplies	\$357.17
P0044190	Comp View	Matriculation	Supplies	\$1,676.31
P0044192	Meds Publishing	Nursing Donations	Other Instr Supplies	\$3,231.27
P0044193	Meds Publishing	Nursing Project	Other Instr Supplies	\$1,077.09
P0044194	Delmar Publishers	Nursing Project	Other Instr Supplies	\$36.53
P0044196	Communication Skills, Inc.	Nursing Project	Other Instr Supplies	\$205.57
P0044197	K-Line Industries, Inc.	Smog Test Station	New Equipment – Instruc.	\$6,598.87
P0044199	School Specialty	PFE Maximizing Math	Supplies	\$72.69
P0044202	Promax Systems, Incl	VATEA Medial / TV	New Equipment – Instruc.	\$28,724.14
P0044203	Sportsrobe Athletic Sales	MESA Program	Supplies	\$182.08
P0044204	Mira Costa High School Mira Costa	Public Information	Multi Media Advertising	\$500.00
P0044205	California Community Colleges	Public Information	Publications/ Periodicals	\$75.00
P0044207	Mira Costa Boys Volleyball	Public Information	Multi Media Advertising	\$400.00
P0044208	Ahead, Umass Boston	DSPS	Dues And Memberships	\$150.00
P0044209	Citizenship Education Fund	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$300.00
P0044210	De Anza College CVC1 Regional Cen	CA Virtual Comm Coll	Supplies	\$200.00
P0044211	WACAC	CA Virtual Comm Coll	Dues And Memberships	\$45.00
P0044212	Turning Point Communications	SBDC Federal 1/1/01	Conferences Mgmt	\$10,000.00
P0044213	Black Business Association	SBDC Federal 1/1/01	Dues And Memberships	\$10,000.00
P0044214	Lloyd Greif Center	SBDC Federal 1/1/01	Other Books	\$2,406.66
P0044215	Mesa Statewide Undergraduate	MESA Program	Indirect Costs	\$2,445.00
P0044216	Viva la Pasta	Humanities	Supplies	\$350.00
P0044217	Journeys of Discovery	International Educat	Contract Services	\$92.82
P0044218	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$86.00

P0044219	Susan Dever	CA Virtual Comm Coll	Supplies	\$60.00
P0044220	Ecc Food Service-Catering	VATEA Supplementary	Multi Media Advertising	\$7,000.00
P0044221	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$29.50
P0044222	Community College League Of Calif	EOPS	Other Books	\$66.10
P0044224	Jolene Combs	Humanities	Supplies	\$657.02
P0044225	Joseph Georges	CA Virtual Comm Coll	New Equipment – Noninstruc.	\$328.17
P0044226	Jerry Moore	V.P. Academic Affairs	Contract Services	\$50.00
P0044227	Mark Raab	V.P. Academic Affairs	Contract Services	\$50.00
P0044228	The Training Clinic	Counseling Office	Conferences Mgmt	\$358.00
P0044229	El Camino College Warehouse	Matriculation	Supplies	\$107.50
P0044230	El Camino College Warehouse	Administrative Of Ju	Supplies	\$21.50
P0044231	El Camino College Warehouse	EOPS	Supplies	\$74.61
P0044235	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$334.50
P0044236	Ascom Hasler	Prtnrshp SBDC/CMTC 1	Postage	\$1,088.64
P0044237	Dell Marketing L. P.	El Camino Language	New Equipment – Noninstruc.	\$1,811.54
P0044238	Dell Marketing L. P.	VATEA Counseling	New Equipment – Instruc.	\$2,081.65
P0044239	Dell Marketing L. P.	VATEA Counseling	New Equipment – Instruc.	\$1,798.03
P0044240	Assist Design	Staff Diversity	Supplies	\$736.10
P0044241	Consulting Psychologists Press	VATEA Counseling	New Equipment – Instruc.	\$1,162.00
P0044242	Ccpro 2002 Conf. Registration	Public Information	Conferences Mgmt	\$295.00
P0044243	Elizabeth Shadish	Staff Diversity	Supplies	\$87.64
P0044244	Ecc Food Service-Catering	Ed & Community Devel	Conferences Mgmt	\$2,000.00
P0044245	Correctional Education Assoc.	WPLRC Technical Inst	Dues And Memberships	\$60.00
P0044246	Ed>net	WPLRC State Leadersh	Conferences Other	\$45.00
P0044247	Aawcc Conference Coast Community	Restricted Staff Dev	Conferences Other	\$85.00
P0044248	Ayako Morishita	Fine Arts	Supplies	\$109.45
P0044249	Joyce Littrell	Fine Arts	Supplies	\$98.28
P0044250	Ron Scarlata	Fine Arts	Supplies	\$115.23
P0044253	Sehi Computer Products, Inc.	DSPS	New Equipment – Instruc.	\$3,204.08
P0044254	Dell Marketing L. P.	TANF	New Equipment – Noninstruc.	\$1,969.07
P0044255	Dell Marketing L. P.	Facilities/Planning	New Computer Equipment-No	\$2,866.46
P0044256	Pacific Sales	CITD Program Income	New Equipment – Noninstruc.	\$571.56
P0044257	Adopt-A-Stormdrain, Inc.	Public Information	Multi Media Advertising	\$3,200.00
P0044258	Chalmers-Painters, Inc.	Torrance Program Inc	Other Services And Expense	\$463.00
P0044259	Ana C. Bergeron	CalWORKs	Contract Services	\$200.00
P0044260	Dillys A. Kermah	CalWORKs	Contract Services	\$200.00
P0044261	Kelli Clifton-Galves	CalWORKs	Contract Services	\$200.00
P0044262	Wayne Olson	Smog Test Station	Contract Services	\$300.00
P0044263	Computerland of Silicon Valley	Telecommunications	Supplies	\$215.41
P0044264	A-1 Office Plus	Information Technol	Supplies	\$378.88
P0044266	Forensic Analytical Ben Kollmeyer	Health, Safety	Contract Services	\$4,500.00
P0044267	El Segundo Chamber of Commerce	Presidents Office	Dues And Memberships	\$80.00
P0044269	American Express Travel	Information Technol	Transportation/ Mileage	\$244.92
P0044270	Dawn Huntoon	Fine Arts	Supplies	\$300.00
P0044271	Dell Marketing L. P.	V.P. Academic Affairs	New Computer Equipment-No	\$36,903.51
P0044272	Wray Printing	Facilities/Planning	Supplies	\$155.88
P0044273	Ecc Food Service-Catering	Technology & Diversi	Contract Services	\$1,312.41
P0044274	The Portofino Hotel & Yacht Club	00-01 P4E School Hea	Conferences Other	\$1,794.70
P0044275	Dell Marketing L. P.	Matriculation	New Computer Equipment-No	\$72,630.34
P0044276	ECC Wplrc/Culinary Arts	Health Sciences	Supplies	\$286.32
P0044277	Ecc Food Service-Catering	Business	Supplies	\$145.65

P0044278	Christine Kim	Presidents Office	Other Services And Expense	\$25.00
P0044279	Tiffany Curran	Presidents Office	Other Services And Expense	\$50.00
P0044280	Frank L. Adams	Presidents Office	Other Services And Expense	\$100.00
P0044281	Maurice Kogon	00-01 P4E Marketing	Postage	\$1,564.32
P0044282	Wingert-Jones Music Inc	Music	Supplies	\$55.21
P0044283	Marshall Electronics	Ctr for Arts Product	Repairs Parts And Supplies	\$248.72
P0044284	Things Remembered	Counseling Office	Supplies	\$397.91
P0044285	Matson Printing	Warehouse	Supplies	\$362.10
P0044286	NCS	Information Technol	New Equipment – Noninstruc.	\$7,025.43
P0044287	Knorr Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$791.40
P0044288	Assist Design	Counseling Office	Supplies	\$773.99
P0044289	Staples	Telecommunications	New Equipment – Noninstruc.	\$375.61
P0044290	Sterling Technical Services	Division Office Fine	New Equipment – Instruc.	\$6,268.87
P0044291	Sears Commercial One	Fine Arts	Supplies	\$902.81
P0044292	Huntington Business Interiors	Fine Arts	Supplies	\$470.20
P0044293	Dulux Paint Centers	Fine Arts	Supplies	\$351.54
P0044294	Southland Lumber	Fine Arts	Supplies	\$877.15
P0044295	Barbetta Electronics	Music	Supplies	\$888.32
P0044296	Community College League of Calif	TTIP Library Automat	Other Services And Expense	\$18,526.00
P0044297	American Express Travel	DSPS	Conferences Mgmt	\$560.00
P0044298	El Camino College ASB	Student Affairs	Contract Services	\$200.00
P0044299	Los Angeles County Sheriff's Dept	Parking-Student Perm	Other Services And Expense	\$145.84
P0044300	E. Elaine Moore	PFE 01-02 Project Su	Transportation	\$20.00
P0044301	El Camino College Warehouse	Foundation	Supplies	\$21.50
P0044302	E. Tseng & Associates	Utilities	Waste Disposal	\$3,000.00
P0044303	Wray Printing	Community Advancement	Supplies	\$38.97
P0044304	Boise Cascade	Humanities	Supplies	\$609.79
P0044305	El Camino College Warehouse	Copy Center	Direct Supp	\$928.40
P0044306	Planned Giving Today	Foundation	Publications Periodicals	\$189.00
P0044307	Ecc Food Service-Catering	P4E H.S. Recruit.cou	Supplies	\$783.75
P0044308	American Express Travel	Public Information	Conferences Mgmt	\$160.50
P0044309	Crowne Plaza Redondo Beach & Mari	EOPS	Student Survival Kits	\$14,878.20
P0044310	Joey Ikemoto Photography Inc.	EOPS	Student Survival Kits	\$2,381.50
P0044311	Cherished Moments Photography	EOPS	Student Survival Kits	\$465.00
P0044312	Assist Design	EOPS	Student Survival Kits	\$2,500.00
P0044313	Assist Design	EOPS	Student Survival Kits	\$2,500.00
P0044314	Denise Miscoski	EOPS	Student Survival Kits	\$616.00
P0044315	Designworks	Student Affairs	Due to Other Funds/Invest	\$214.42
P0044316	Aafrc Trust for Philanthropy	Foundation	Publications Periodicals	\$125.00
P0044317	Collins & Aikman	Facilities/Planning	Repairs Noninstructional	\$965.86
P0044318	Kevin Huben	Fire Tech Donations	Supplies	\$218.16
P0044319	American Bristol Industries	P4E Inglewood Fire	Repairs - Instructional	\$1,367.45
P0044320	El Camino College Warehouse	International Student	Supplies	\$21.50
P0044321	American Express Travel	Human Resources	Conferences Mgmt	\$642.00
P0044322	Pacific Coachways	VTEA Title II Tech P	Transportation	\$1,210.00
P0044323	OSI Batteries	Ctr for Arts Product	Supplies	\$149.64
P0044324	Guiliano's Deli	Special Resource Cen	Liabilities/Fundraising	\$3,484.00
P0044325	Yrena Orlova	Student Affairs	Contract Services	\$250.00
P0044326	Ola Herasymenko-Oliynyk	Student Affairs	Contract Services	\$350.00
P0044327	Xpedx	Fine Arts	Supplies	\$40.58
P0044328	Reviews-On-Cards Subscription Dep	Division Office Inst	Library Books	\$360.00

P0044329	Ann Marie Smith	Fine Arts	Supplies	\$300.00
P0044330	Information Today, Inc.	Division Office Inst	Library Books	\$305.05
P0044331	Ardena Brooks	Fine Arts	Supplies	\$100.00
P0044332	Casfaa	Financial Aid	Dues And Memberships	\$40.00
P0044333	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$274.21
P0044335	Collins & Aikman	MCS/Music Classrooms	Site Improvements	\$755.64
P0044336	Cals.A.C.C.	Student Affairs	Expenses/Ancillary Service	\$2,520.00
P0044337	Calsacc	Student Affairs	Conferences Mgmt	\$180.00
P0044338	C. A. Granger Construction	Facilities/Planning/	Repairs Noninstructional	\$1,740.00
P0044339	American Express Travel	Staff Diversity	Conferences Mgmt	\$108.50
P0044340	El Camino College ASB	Staff Diversity	Contract Services	\$2,000.00
P0044341	El Camino College Warehouse	Copy Center	Supplies	\$322.50
P0044342	El Camino College Warehouse	Copy Center	Supplies	\$1,181.50
P0044343	C.A.S.H.	Administrative Servi	Conferences Mgmt	\$225.00
P0044344	Aawcc Conference Coast Comm	EOPS	Conferences - Student	\$1,020.00
P0044345	Pacific Coachways	EOPS	Transportation	\$756.00
P0044346	Mobile D.J. Guillermo Hinojosa	EOPS	Student Survival Kits	\$350.00
P0044347	Anza Tents	Donation Fashion Pro	Other Rentals	\$747.79
P0044348	El Camino College Warehouse	Restricted Staff Dev	Supplies	\$119.30
P0044349	Pacific Coachways	El Camino Language	Student Transportation Re	\$323.55
P0044350	Janice M. Watanabe	Commencement Expense	Supplies	\$73.00
P0044351	Star Thrower Distribution	TTIP Tech Human Resc	Supplies	\$854.00
P0044352	Ideal Glass	Glass Replacement Ca	Repairs Noninstructional	\$8,634.03
P0044353	Promotional Innovations	Title V CSUDH-ECC HS	Supplies	\$1,250.00
P0044354	Mcmaster-Carr Supply Company	Install Fire Protect	Supplies	\$1,228.85
P0044356	Dell Marketing L. P.	CA Virtual Comm Coll	New Computer Equipment-No	\$1,971.23
P0044357	Creative Cable Television, Inc	Public Information	Multi Media Advertising	\$22,498.84
P0044358	Chancellor's Office California Co	VP-SCA	Conferences Classified	\$100.00
P0044359	Inglewood/Airport Chamber of Comm	00-01 P4E Inglewood	Supplies	\$200.00
P0044360	Sign Exchange, Inc.	00-01 P4E Inglewood	Supplies	\$2,302.63
P0044361	Inglewood Today Magazine	00-01 P4E Inglewood	Supplies	\$1,000.00
P0044362	Culver-Newlin Inc.	Course/Curriculum De	New Equipment – Noninstruc.	\$4,010.66
P0044363	Culver-Newlin Inc.	Course/Curriculum De	New Equipment – Noninstruc.	\$2,499.49
P0044364	Charles Turner	Fine Arts	Supplies	\$200.00
P0044365	Ecc Food Service-Catering	Student Affairs	Expenses/Ancillary Service	\$1,000.00
P0044366	Omega Cinema Props	Fine Arts	Supplies	\$319.80
P0044367	El Camino College Warehouse	Counseling Office	Supplies	\$86.00
P0044368	El Camino College Warehouse	Counseling Office	Supplies	\$86.00
P0044369	Dawn Huntoon	Financial Aid	Supplies	\$250.00
P0044370	West Group	Counseling Office	Other Books	\$208.00
P0044371	Arbor Travel Associates, Inc.	VATEA Supplementary	Conferences Mgmt	\$274.21
P0044372	Monterey Graphics	00-01 Modeling Appro	Supplies	\$38.97
P0044373	Fun Express	00-01 Modeling Appro	Supplies	\$119.60
P0044374	Best Impressions	00-01 Modeling Appro	Supplies	\$2,588.40
P0044375	Whole Person Associates	00-01 Modeling Appro	Supplies	\$239.11
P0044376	AGS	00-01 Modeling Appro	Supplies	\$2,153.11
P0044377	Corporate Express	00-01 Modeling Appro	Supplies	\$971.74
P0044379	Whole Person Assoc.	00-01 Early Steps	Supplies	\$190.05
P0044380	Ben Wolf	Student Affairs	Due to Other Funds/Invest	\$300.00
P0044381	El Camino College ASB	VP-SCA	Conferences Classified	\$200.00
P0044382	American Express Travel	Staff Development	Conferences Mgmt	\$159.75

P0044383	ARS, a California Non-Profit	00-01 P4E Inglewood	Supplies	\$3,000.00
P0044385	LA County Sheriff's Dept.	Parking-Student Perm	In-Service Training	\$445.00
P0044386	Richard E. Holz Conference Cnt	TITLE V - ECC Indivi	Conferences Mgmt	\$100.00
P0044388	Pacific Coachways	EOPS	Transportation	\$315.00
P0044389	Pacific Coachways	EOPS	Transportation	\$1,260.00
P0044390	Pacific Coachways	EOPS	Transportation	\$945.00
P0044391	Mel Pierce Camera & Digital	Art Department	Repairs Parts And Supplies	\$2,110.88
P0044392	Jose A. Dulanto	EOPS	Contract Services	\$200.00
P0044393	Javier Castaneda	EOPS	Contract Services	\$300.00
P0044394	Ballet Folklorico Del Pacifico	EOPS	Contract Services	\$500.00
P0044395	El Camino College Warehouse	VP-SCA	Supplies	\$172.00
P0044396	Giselle Richards	El Camino Language	Conferences Mgmt	\$570.00
P0044397	Jim Pieper Pieper & Associates	Purchasing and Busin	Liability - Self Insurance	\$150.00
P0044398	American Express Travel	Information Technol	Transportation/ Mileage	\$113.00
P0044399	Ids Technologies, Inc.	Telecommunications	Repairs Noninstructional	\$125.00
P0044400	El Camino College Warehouse	Copy Center	Direct Supp	\$107.50
P0044401	Bozena Morton	NIS Partnership Grant	Travel And Conference Exp	\$75.00
P0044402	AMI Electrical & Telecom, Inc.	MCS/Music Classrooms	Site Improvements	\$990.00
P0044403	Marshall Electronics	Ctr for Arts Product	Repairs Parts And Supplies	\$334.36
P0044404	Full Compass	Civic Center Fine Ar	Supplies	\$1,228.65
P0044405	Keenan & Associates	Purchasing and Busin	Property Insurance	\$105.00
P0044406	Xpedx	Fine Arts	Supplies	\$286.01
P0044408	Alexander J. Smith	Fine Arts	Supplies	\$200.00
P0044409	Culver-Newlin Inc.	V.P. Academic Affairs	New Equipment – Noninstruc.	\$3,514.88
P0044410	Maurice Burnett	EOPS	Student Survival Kits	\$175.00
P0044411	Norma Tabares	EOPS	Student Survival Kits	\$175.00
P0044412	Certified Office Equipment	Financial Aid	Maintenance Contracts	\$144.60
P0044413	Scantron	Information Technol	Maintenance Contracts	\$826.00
P0044414	American Express Travel	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$180.50
P0044415	Chancellor's Office Fkce	Specific Seminars	Conferences Other	\$120.00
P0044416	Professor of the Year-Case	V.P. Academic Affairs	Supplies	\$95.00
P0044417	Professor of the Year-Case	V.P. Academic Affairs	Supplies	\$95.00
P0044418	American Express Travel	Student Affairs	Expenses/Ancillary Service	\$759.50
P0044419	American Express Travel	Student Affairs	Conferences Mgmt	\$108.50
P0044420	California Community Colleges	Fiscal Services	Conferences Mgmt	\$135.00
P0044421	Michelle Arthur	VP-SCA	Conferences Classified	\$30.00
P0044422	Rick Martinez	Family Consumer Stud	Supplies	\$120.02
P0044423	Hth Worldwide Insurance Services	El Camino Language	Other	\$2,700.00
P0044424	Ecc Food Service-Catering	El Camino Language	Supplies	\$378.13
P0044425	Catesol	El Camino Language	Dues And Memberships	\$65.00
P0044426	Ecc Food Service-Catering	El Camino Language	Supplies	\$217.85
P0044427	Gym Equipment Maintenance	V.P. Academic Affairs	Repairs - Instructional	\$2,476.55
P0044428	Civic Travel	Presidents Office	Conferences Mgmt	\$238.50
P0044429	Civic Travel	Presidents Office	Conferences Mgmt	\$238.50
P0044430	Civic Travel	Presidents Office	Conferences Mgmt	\$238.50
P0044431	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$474.61
P0044432	Julie Moore	Restricted Staff Dev	Conferences Other	\$50.00
P0044433	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$100.83
P0044434	Matson Printing	Warehouse	Supplies	\$362.10
P0044435	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$100.83
P0044436	Marina Security Gate	Police/Parking Servi	Repairs Noninstructional	\$960.00

P0044437	Boise Cascade	Warehouse	Supplies	\$1,645.40
P0044438	Beck's Inc.	Grounds	Supplies	\$487.13
P0044439	Safelite Auto Glass	Facilities/Planning	Repairs Noninstructional	\$113.62
P0044441	Staples	00-01 P4E Inglewood	Supplies	\$3,187.53
P0044442	Staples Inc	00-01 P4E Inglewood	Supplies	\$25.65
P0044443	Staples Inc	00-01 P4E Inglewood	New Equipment – Noninstruc.	\$992.63
P0044444	American Express Travel	VP-SCA	Conferences Mgmt	\$208.50
P0044445	Karcher International	Hazmat Tech Arts Mec	Repairs Noninstructional	\$4,500.00
P0044446	Jewish Vocational Service	WPLRC Technical Inst	Conferences Mgmt	\$225.00
P0044447	Aawcc Coast Community College	Restricted Staff Dev	Conferences Other	\$85.00
P0044448	Westwood Building Materials Co	MCS/Music Classrooms	Site Improvements	\$543.38
P0044449	American Express Travel	Foster Care Education	Conferences Other	\$186.50

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P0044451	Empire Cleaning Supply	Operations	Supplies	\$1,609.14
P0044452	Department of Motor Vehicles	Purchasing and Busin	Liability - Self Insurance	\$7.00
P0044453	Aawcc Conference Coast Community	Restricted Staff Dev	Conferences Other	\$85.00
P0044454	American Express Travel	Public Information	Transportation/ Mileage	\$217.00
P0044455	Bob Gann	Facilities/Planning	Supplies	\$27.00
P0044456	Environmental Recovery Service	Hazmat Disposal	Other Services And Expense	\$975.00
P0044457	Construction Hardware Company	MCS/Music Classrooms	Site Improvements	\$253.31
P0044458	The Set Company	Fine Arts	Supplies	\$3,800.00
P0044459	ACHRO/AAO c/o Coast Community	CA Virtual Comm Coll	Conferences Other	\$270.00
P0044460	De Anza College Cvc1 Regional Cen	CA Virtual Comm Coll	Multi Media Advertising	\$1,500.00
P0044461	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$316.09
P0044462	Tony Hofmann	Ctr for Arts Instr/A	Contract Services	\$50.00
P0044463	Thomas - York, Inc.	Artes de El Camino	Contract Services	\$705.00
P0044464	Jose Cue c/o Calif. Virtual Campus	CA Virtual Comm Coll	Supplies	\$9.99
P0044465	Jennifer Merlic	CA Virtual Comm Coll	Conferences Other	\$80.35
P0044466	MCSI	Purchasing and Busin	Cash in Bank of America	\$1.00
P0044467	Ecc Food Service-Catering	Health Sciences and	Liabilities/Fundraising	\$474.61
P0044468	Ecc Food Service-Catering	Health Sciences and	Liabilities/Fundraising	\$448.16
P0044469	Construction Hardware Company	MCS/Music Classrooms	Site Improvements	\$523.28
P0044470	Ramada Airport North	Health Sciences and	Supplies	\$718.56
P0044471	Long Beach Acoustics, Inc.	Carpenter Shop	Supplies	\$184.03
P0044472	Best Western Hemet Motor Inn	Health Sciences and	Supplies	\$284.24
P0044473	American Express Travel	TITLE V - ECC Indivi	Conferences Mgmt	\$255.00
P0044474	American Express Travel	Title V Management	Conferences Mgmt	\$255.00
P0044475	Dave Ralicke	Fine Arts	Supplies	\$200.00
P0044476	Boyd Nielsen	Fine Arts	Supplies	\$250.00
P0044477	Patricia D MackK	Fine Arts	Supplies	\$60.00
P0044478	Karen Lawrence	Fine Arts	Supplies	\$60.00
P0044479	American Express Travel	SBDC Federal 1/1/01	Transportation/ Mileage	\$256.50
P0044480	Safelite Auto Glass	Facilities/Planning/	Repairs Noninstructional	\$223.51
P0044481	Kevin Huben	Fire Tech Donations	New Equipment – Instruc.	\$600.00
P0044482	Carole Bush	Counseling Office	Supplies	\$51.76
P0044483	Sue Oda-Omori	Counseling Office	Supplies	\$57.32
P0044484	Rjmg, Inc	Counseling Office	Supplies	\$99.60
P0044485	Sue Oda-Omori	Counseling Office	Supplies	\$33.51
P0044486	Ecc Food Service-Catering	Counseling Office	Supplies	\$1,932.58
P0044487	Wilma Mickler Sears	Fine Arts	Supplies	\$71.88
P0044488	California Community Colleges	Public Information	Publications/ Periodicals	\$75.00
P0044489	Pacer Global Logistics	Fine Arts	Supplies	\$725.00
P0044491	National Notary Association	Purchasing and Busin	Supplies	\$138.00
P0044492	Ecc Food Service-Catering	00-01 P4E Inglewood	Supplies	\$3,500.00
P0044494	Technology, Trade & Commerce	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$160.00
P0044495	El Camino College Warehouse	Copy Center	Supplies	\$1,245.15
P0044496	Andras Szekely	Presidents Office	Other Services And Expense	\$500.00
P0044497	Dong Hee Choi	Presidents Office	Other Services And Expense	\$500.00
P0044498	Monika Stachowska	Presidents Office	Other Services And Expense	\$500.00
P0044499	Richard Vulich - Pres. Scholar	Presidents Office	Other Services And Expense	\$500.00
P0044500	Susan Conley - Pres. Scholar	Presidents Office	Other Services And Expense	\$500.00
P0044501	Gerson Sanginitto	Presidents Office	Other Services And Expense	\$500.00
P0044502	Michael Pichay - Pres. Scholar	Presidents Office	Other Services And Expense	\$500.00
P0044503	Brandi Pim - Pres. Scholar	Presidents Office	Other Services And Expense	\$500.00

P0044504	El Camino College Warehouse	Division Office Fine	Supplies	\$258.00
P0044505	Imprint Texas	Student Affairs	Due to Other Funds/Invest	\$208.14
P0044506	El Camino College Warehouse	Presidents Office	Supplies	\$6.45
P0044507	Alexander Smith	00-01 P4E Inglewood	Contract Services	\$225.00
P0044508	Imagenation	Student Affairs	Expenses/Ancillary Service	\$300.00
P0044509	American Express Travel	El Camino Language	Conferences Mgmt	\$396.00
P0044510	South Coast Air Quality	Rideshare	Filing Fee	\$466.42
P0044511	Pacific Coachways	Fine Arts	Supplies	\$300.00
P0044512	Dawn Huntoon	Financial Aid	Supplies	\$250.00
P0044513	Ron Scarlata	Fine Arts	Supplies	\$310.00
P0044514	Marianna West	Cosmetology	Supplies	\$173.16
P0044515	El Camino College Warehouse	Division Office Math	Supplies	\$279.50
P0044516	El Camino College Warehouse	Computer Sciences	Supplies	\$210.00
P0044517	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$263.45
P0044518	Judith Norton	CA Virtual Comm Coll	Supplies	\$205.35
P0044520	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$1,336.37
P0044521	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$205.50
P0044522	Enterprise Rent a Car	MESA Program	Conferences Mgmt	\$239.97
P0044523	Sheraton Hotel	Foster Care Education	Conferences Other	\$115.00
P0044526	Sheraton Grand Sacramento	Specific Seminars	Conferences Other	\$115.00
P0044527	Capri Blount	Rideshare	Rideshare Incentive	\$50.00
P0044528	Myron Gooch	Rideshare	Rideshare Incentive	\$50.00
P0044529	Rebecca Stewart-Wilson	Human Resources	Employee Recognition	\$1,000.00
P0044530	James Rozolis	Human Resources	Employee Recognition	\$1,000.00
P0044532	Enterprise	Fine Arts	Supplies	\$388.05
P0044533	Marcia Armstrong	Fine Arts	Supplies	\$72.37
P0044534	Steve Fry	Fine Arts	Supplies	\$75.00
P0044535	Hans Wohlwill	Fine Arts	Supplies	\$75.00
P0044536	Marc Rynearson	Fine Arts	Supplies	\$150.00
P0044537	La Vette Allen	Fine Arts	Supplies	\$150.00
P0044538	Wendy Chow	Fine Arts	Supplies	\$150.00
P0044539	Cardio/Pulmonary Testing Medical	Human Resources	Other Services And Expense	\$2,875.00
P0044540	Bruce S. Gillis, M.D., M.P.H.,	Human Resources	Other Services And Expense	\$1,472.95
P0044541	Ahead Conference 2002 Umass	DSPS	Conferences Mgmt	\$500.00
P0044542	Deaf Way II Gallaudet University	DSPS	Conferences Mgmt	\$100.00
P0044543	Pacific Coachways	Fine Arts	Supplies	\$541.25

**Total :**

**587**

**\$1,077,409.93**

B0043086	Chronicle of Higher	Human Resources	Multi Media Advertising	\$4,000.00
B0043392	Marshall Music	Music	Supplies	\$726.95
B0043686	Ecc Food Service-Cat	V.P. Academic Affairs	Other Services And Expense	\$500.00
B0043783	Xpedx Paper & Graphi	Copy Center	Direct Supp	\$4,541.39
B0048207	Chalmers-Painter, In	Contract Training	Postage	\$4,500.00
B0048208	Schoolcraft	Cact CA Employee	Other Books	\$2,500.00
B0048209	Aaa Flag & Banner Mf	Fire Tech Donations	New Equipment – Instruc.	\$1,568.32
B0048211	ECCD Petty Cash	Foster Care Education	Supplies	\$600.00
B0048212	GES Exposition Servi	Contract Training	Conferences Mgmt	\$600.00
B0048213	TSE Electrical Servi	Contract Training	Conferences Mgmt	\$150.00
B0048214	Wildhirt Fowlkes Gra	SBDC T&C 1/1/02 to 1	Printing	\$10,000.00
B0048215	Mid City Mailing Ser	Public Information	Other Services And Expense	\$4,000.00
B0048216	Bank of America	Parking-Student Perm	In-Service Training	\$1,500.00
B0048217	State of the Art Aud	Instructional Televi	Other Services And Expense	\$600.00

B0048218	Kater-Crafts Bookbin	Division Office Inst	Bookbinding	\$4,000.00
B0048219	ECCD Petty Cash	Parking-Student Perm	Supplies	\$1,500.00
B0048220	ECCD Petty Cash	Division Office Inst	Supplies	\$300.00
B0048221	E.C.C. Public Inform	Athletic Dept Donati	Reproduction – Noninstruc.	\$250.00
B0048223	Ecc Food Service-Cat	EOPS CARE	Supplies	\$10,800.00
B0048224	E.C.C. Public Inform	Student Affairs	Liabilities/Fundraising	\$150.00
B0048225	Carol Traylor	Specific Seminars	PSA Contract Services	\$833.44
B0048226	Susan Post	CA Virtual Comm Coll	PSA Contract Services	\$300.00
B0048227	Heidi J. Larson	CA Virtual Comm Coll	PSA Contract Services	\$2,750.00
B0048228	Anne Guptill	CA Virtual Comm Coll	PSA Contract Services	\$2,250.00
B0048229	Keith Johnson	Foster Care Education	PSA Contract Services	\$1,157.00
B0048230	Custom Trophy	CalWORKs	Supplies	\$500.00
B0048231	The Tape Company	Film Rental	Supplies	\$500.00
B0048232	Just Interesting Par	CalWORKs	Supplies	\$1,000.00
B0048233	Ecc Food Service-Cat	Trust Career Expo	Liabilities/Fundraising	\$6,500.00
B0048234	ECCD Petty Cash	Student Affairs	Supplies	\$200.00
B0048235	PC Mall	Division Office Inst	Supplies	\$600.00
B0048236	E.C.C. Public Inform	Conference Project	Reproduction Instructiona	\$500.00
B0048237	California Apparel	Human Resources	Multi Media Advertising	\$500.00
B0048238	Williams Radiator	EOPS CARE	Transportation Repair Vou	\$1,572.43
B0048240	Ecc Food Service-Cat	Title V CSUDH-ECC HS	Supplies	\$750.00
B0048242	Dan Levitt	RITC 10/1/01 - 9/30/	PSA Contract Services	\$250.00
B0048243	Parker & Covert Llp	Institutional Service	Legal	\$40,000.00
B0048244	Quinn Company, the	Ed & Community Devel	Contract Services	\$4,707.00
B0048246	Ecc Food Service-Cat	V.P. Academic Affairs	Supplies	\$300.00
B0048247	L.A.C.O.E. - Div. of	Fiscal Services	Maintenance Contracts	\$30,080.66
B0048248	Cheesecake Factory	Student Affairs	Expenses/Ancillary Service	\$2,473.88
B0048249	Action Contractors I	Foundation	Other Program Services	\$2,910.00
B0048250	Westland Heating & A	Foundation	Other Program Services	\$900.00
B0048251	Westminister Press,	Public Information	Printing	\$57,418.70
B0048252	Animal Trapping & Re	Operations	Pest Control	\$1,000.00
B0048253	The Log Newspaper	(STCW) Standards	Multi Media Advertising	\$3,114.00
B0048255	Anne Guptill	CA Virtual Comm Coll	PSA Contract Services	\$500.00
B0048256	Catering From Utopia	WPLRC - SOUTH BAY CE	Contract Services	\$20,000.00

**Total :** **48** **\$236,353.77**

**Total POs and BPOs :** **635** **TOTAL : \$1,313,763.70**

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

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B. Revised Faculty Position and Classification Specifications.....	10, 12-16
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## **A. EMPLOYMENT AND PERSONNEL CHANGES**

**It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-29 and 1-15.**

1. Retirement – Mr. Augustus Shackelford, full-time instructor of Economics, effective May 25, 2002 and that a plaque be prepared and presented to him in recognition of his service to the District since 1967.
2. Employment – Mr. Thomas James Noyes, full-time instructor of Oceanography, Class IV, Step 4, Academic Salary Schedule, effective August 28, 2002.
3. Amend Personal Leave of Absence – Dr. Margaret Quinones, full-time Counselor from January 1, 2002 to May 31, 2002 (instead of June 30, 2002).
4. Change of Assignment – Dr. C. Irvin Drew, Dean-Mathematical Sciences, Range 16, Step E, Administrative Salary Schedule to full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 20, Academic Salary Schedule, effective July 1, 2002.
5. Change in Assignment – Ms. Holly Fall, nurse practitioner in Student Health Services, from 100% to 61%, effective August 28, 2002 through June 8, 2003, in accordance with the Agreement, Article X, Section 2(c).
6. Change in Assignment – Ms. Deborah S. Herzik, nurse practitioner in Student Health Services, from 80% to 100%, effective August 28, 2002 through June 8, 2003, in accordance with the Agreement, Article X, Section 2(c).
7. Extra Services – Dr. Leslie Back, full-time instructor of Fine Arts, to coordinate Fine Arts Division/CFA student attendance education program and to develop the 2002-2003 “Joy of Music” Programs, effective June 3 through July 11 for 23 days, in accordance with the Agreement, Article X, Section 13(b).
8. Extra Services – Mr. Milan Georgevich, full-time instructor of Mathematics, to work as Faculty Coordinator for the Division of Mathematical Sciences, to assist dean with new curriculum, fall hiring, summer program, K-12 petitions, repeat and prerequisite clearances, to be paid \$46.85 an hour, not to exceed \$14,000, effective May 28 through August 30, 2002, in accordance with the Agreement, Article X, Section 13(b).
9. Extra Services – Ms. Susan Tummers, full-time instructor of Mathematics, to work as Faculty Coordinator for Division of Mathematical Sciences, to assist dean with summer program, K-12, prerequisite and repeat clearances and to meet with students regarding the “three-peater” program, to be paid \$41.70 an hour, not to exceed \$6,000, effective May 28 through June 27, 2002, in accordance with the Agreement, Article X, Section 13(b).

10. Extra Services – The following full-time librarians to be employed for each scheduled day of the 2002 summer session in accordance with the Agreement, Article X, Section 13(b):

Donald Brown  
Judith Harris

Moon Ichinaga  
Edward Martinez

Claudia Striepe  
Vincent Robles

11. Extra Services – Ms. Holly Fall, full-time nurse practitioner and Ms. Deborah Conover, full-time nurse, to prepare Student Health Services for Fall 2002 effective June 3, 2002 through August 29, 2002, not to exceed \$1,500, each in accordance with the Agreement, Article X, Section 13(b).

12. Special Assignment – Mr. Ronald A. Evangelista, part-time/temporary instructor to conduct First Aid program at Workplace Learning Resource Center, to be paid \$47.47 an hour, not to exceed \$4,000, effective April 1 through June 30, 2002, in accordance with the Agreement, Article X, Section 9 (l).

13. Special Assignment – Mr. Stephen G. Nothorn, instructor in Fire Prevention and Fire Fighting, to perform training and watch keeping for Seafarers Training Program, to be paid \$47.47 an hour, not to exceed \$7,000, effective April 1 through June 30, 2002, in accordance with the Agreement, Article X, Section 14 (a).

14. Special Assignment – Ms. Maria Armstrong and Mr. Bryan Ouchi, part-time Learning Disabilities Specialists, to work on academic assessment project concerning learning disabilities from Special Resource Center funds, to be paid \$47.47 an hour, not to exceed \$6550.86 or 138 hours, effective July 1 through September 15, 2002, in accordance with the Agreement, Article X, Section 9(l).

15. Special Assignment – Mr. William Hoanzl, full-time instructor in Special Resource Center, to work on academic assessment project concerning learning disabilities from Special Resource Center funds, to be paid \$47.47 an hour, not to exceed \$2,136.15 or 45 hours, effective July 1 through September 15, 2002, in accordance with the Agreement, Article X, Section 14(a).

16. Special Assignment – Ms. Sharen Kokaska, full-time instructor in Special Resource Center, to work on an academic assessment project concerning learning disabilities from Special Resource Center funds, to be paid \$47.47 an hour, not to exceed \$3,512.78 or 74 hours, effective July 1 through September 15, 2002, in accordance with the Agreement, Article X, Section 14(a).

17. Special Assignment – Mr. Jeffrey Lenham, full-time instructor in Special Resource Center, to work on deaf and hard of hearing program planning and coordination from Special Resource Center funds, to be paid \$35.60 an hour, not to exceed \$2,492 or 70 hours, effective June 1 through September 15, 2002, in accordance with the Agreement, Article X, Section 14(a).

18. Special Assignment – Mr. Ray Lowell, full-time instructor in the Special Resource Center, to conduct and implement upgrade technology in High Tech Center from Special Resource funds, to be paid \$35.60 an hour, not to exceed \$7,476 or 210 hours, effective June 1 through September 15, 2002, in accordance with the Agreement, Article X, Section 14(a).
19. Special Assignment – Mr. Carson Gladson, full-time instructor of Art to supervise Independent Study projects for the Spring 2002 semester, to be paid \$47.47 per hour, at the rate of five (5) hours for each student for each unit of Independent Study credit granted in accordance with the Agreement, Article X, Section 19.
20. Special Assignment – Mr. Kanzo Takemori, part-time instructor of Japanese, to administer Credit by Examination in Japanese, to be paid \$47.47 an hour, effective April 24 through May 24, 2002, in accordance with the Agreement, Article X, Section 7(c).
21. Special Assignment – The following part-time/temporary nurse practitioners to work up to 8 hours a week in the Chlamydia Clinic effective July 1, 2002 through June 30, 2003, to be paid in accordance with the Agreement, Article X, Section 9(m):
  - Loretta Ball
  - Melanie Bronstein
  - Linda Goldman
  - Nancy Lee
  - Jacquelyn Recendez
22. Stipend Assignment – Mr. Kurt Festinger, part-time Jazz Band Director to perform at Chocolate Sunday, April 14, Fullerton Jazz Band Festival, April 20 and Discover El Camino, May 11, to be paid a stipend of \$405, in accordance with the Agreement, Article X, Section 10(d).
23. Stipend Assignment – Ms. Virginia Frazier, part-time instructor of Music, to perform as the instrumentalist for the ECC Community Choir concerts on April 30, and May 4, 2002, to be paid a stipend of \$200, in accordance with the Agreement, Article X, Section 9(l).
24. Stipend Assignment – The following instructors to participate in a Teacher Education Program (TEP) Faculty Professional Development Project in Standards-Based Instruction, Authentic Assessment, Effective Group Activities and Technology as a Teaching Tool, funded by a grant from the Funds for Student Success (FSS) Teacher Education Preparation Partnership, to be paid \$500 each for a total of 15 hours per participant, effective May 16 through June 15, 2002, in accordance with the Agreement, Article X, Section 14(a).

Humanities

Jennifer Annick  
 Julie Barden  
 Susan Corbin  
 Dana Crotwell  
 Allison DeVaney  
 Karen Forney  
 Lyman Gin Hong  
 Betty Littles

Mathematics

Trudy Meyer

Natural Science

Susana Prieto

Amy Waldman

Fine Arts

Lucy Alamillo

Joe Bonanno

Instructional Services

Mashairi Muir (part time)

Behavioral and Social Sciences

Susan Baxter

Kirk Kirkwood (part-time)

Antoinette Phillips

Jason Suarez

25. Stipend Assignment – Mr. Robert W. Lewis and Mr. Paul M. Yun, full-time instructors of Mathematical Sciences, for attending National Science Foundation workshop and submitting concept paper, to be paid \$200, effective September 7, 2001.

26. Employment – The following part-time/temporary nurse practitioners to be hired as needed in Student Health Services, not to exceed a total of 24 hours per week, effective July 1, 2002 through June 30, 2003, to be paid in accordance with the Agreement, Article X, Section 9(m):

Loretta Ball

Melanie Bronstein

Linda Goldman

Nancy Lee

Jacquelyn Recendez

27. Employment – The following part-time/temporary librarians to be hired as needed for the 2002 summer session:

Alice Cornelio

Susan Marquez

Margaret Stevens

Jane Terry

Douglas Thompson

28. Employment – The following instructors to be hired as needed to teach summer school during the 2002 summer session.

**Behavioral & Social Sciences**

Russell Boxley, Class V, Step 14

Marie Butler, Class V, Step 20

Frieda Dowden, Class V, Step 10

Julio Farias, Class III, Step 4

Thomas Glenn, Class I, Step 9

Austin Gordon, Class V, Step 4

Patrick Griffin, Class V, Step 5

Lawrence E. Guillow, Class V, Step 11

Shahrokh Haghighi, Class V, Step 12

Paul Harley, Class II, Step 8

Guinevere Hodges, Class IV, Step 5

Matthew Hotsinpiller, Class II, Step 4

Laurie Houske, Class V, Step 5

Tamara Jackson, Class V, Step 6

Marc Keskinel, Class IV, Step 4

Margaret Kidwell-Udin, Class II, Step 7

Sung Kim, Class V, Step 6

Toshiko Konishi, Class V, Step 7

Michael Laurent, Class V, Step 5

Michelle Light, Class II, Step 4

Nancy Melucci, Class V, Step 4

Kaoru Oguri, Class V, Step 6

Jill Pfeiffer, Class IV, Step 4



Bradley Reynolds, Class V, Step 24  
Jeffrey Rigby, Class IV, Step 20  
Samuel Russo, Class II, Step 12  
Francis Schulte, Class II, Step 8  
Paul Swendson, Class II, Step 5

### **Business**

Noel Craven, Class IV, Step 12  
John Fuchs, Class V, Step 7  
Paul Lilliott, Class II, Step 7

### **Fine Arts**

Alfred Adams, Class II, Step 4  
Margaret Ames, Class IV, Step 8  
Craig Antrim, Class III, Step 12  
Cynthia Bahti, Class II, Step 12  
Beverly Bledsoe, Class III, Step 7  
Tina Chambers, Class III, Step 12  
Camille Cornelius, Class III, Step 6  
Jose Costas, Class II, Step 4  
Carola de la Rocha, Class I, Step 4  
Bernard Fallon, Class I, Step 4  
Kurt Festinger, Class I, Step 10  
Glorianne Harris, Class III, Step 5  
Susan Helfter, Class III, Step 4  
Hiroko Hojo, Class III, Step 7  
Karin Jensen, Class IV, Step 5  
Kim Jensen, Class II, Step 4  
Leroy Kim, Class I, Step 6

### **Health Sciences & Athletics**

Gregory Bergeron, Class II, Step 6  
Richard Blount, Class II, Step 4  
Sacha Bryant, Class I, Step 4  
Delia Cunningham, Class I, Step 5  
Deborah Herzik, Class II, Step 8  
Hiroko Hojo, Class III, Step 7  
Paul Ichino, Class II, Step 10  
Mikhail Itkin, Class IV, Step 6  
Josephine Moore, Class I, Step 4  
Mary Ogi, Class II, Step 5  
Rolando Reyes, Class I, Step 6

Farshid Tahernia, Class IV, Step 4  
Nikita Thompson, Class II, Step 4  
Mary Ann Torres, Class II, Step 4  
Mari Womack, Class V, Step 4  
Ronald Woolsey, Class II, Step 4  
Akira Yamamoto, Class IV, Step 4

Katherine Maschler, Class II, Step 4  
Jerry Muraoka, Class V, Step 10  
John Slawson, Class V, Step 4

Jack King, Class II, Step 9  
Lawrence Klepper, Class IV, Step 12  
Margot Martin, Class V, Step 5  
Ruby Millsap, Class II, Step 5  
Michael Oates, Class II, Step 12  
Terrell O'Donnell, Class II, Step 8  
Laurel Paley, Class III, Step 4  
Deborah Patterson, Class I, Step 4  
Wayne Perkins, Class V, Step 6  
William Pupa, Class III, Step 4  
Michael Quinn, Class II, Step 8  
Dorothy Ray, Class II, Step 12  
Gary Robertson, Class II, Step 9  
Hector Salazar, Class II, Step 4  
Diane Simons, Class I, Step 4  
Sandra Trepasso, Class IV, Step 10

Michael Schultz, Class III, Step 9  
Stephen Shaw, Class II, Step 5  
Julia Sprague, Class II, Step 5  
Darryl Sue, Class V, Step 9  
Mark Thomas, Class I, Step 7  
Terry Titus, Class II, Step 4  
Matthew Trites, Class II, Step 6  
Steven Van Kanegan, Class II, Step 9  
Linda Visintainer, Class III, Step 12  
Danielle Walsh, Class II, Step 5  
Karen Wyatt, Class II, Step 4

## Humanities

Joan Anderson, Class IV, Step 13  
Mary Borell, Class V, Step 10  
Hector Carrio, Class II, Step 5  
Kathleen Collins, Class III, Step 6  
Aleta Davis, Class III, Step 9  
Nancy DeNoi, Class II, Step 5  
Rita Fork, Class II, Step 4  
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 12  
Aura Imbarus, Class II, Step 4  
Dalia Juarez, Class II, Step 4  
Bruce Kermame, Class V, Step 14  
Michele LaPorta, Class II, Step 4  
Rebecca Loya, Class II, Step 5

Debra Mochidome, Class II, Step 5  
Kareema Nasouf, Class II, Step 4  
Naoko Otani, Class III, Step 4  
Eric Paschek, Class V, Step 6  
Amir Pamugh, Class III, Step 4  
Carolina Perez, Class II, Step 6  
Claudia Prada, Class IV, Step 4  
Erendira Ramirez, Class II, Step 4  
Loretta Ramirez, Class II, Step 4  
Natalie Ricard, Class IV, Step 6  
Robert Robertson, Class V, Step 9  
Alicia Rodriguez, Class IV, Step 14  
Jan Shimauro, Class II, Step 4  
Elizabeth Sturgeon, Class III, Step 4  
Cynthia Tino-Sandoval, Class II, Step 4  
Alexander Toth, Class V, Step 28  
John Wietting, Class V, Step 9  
Wendy Wright, Class IV, Step 7  
Alfred Zucker, Class V, Step 20

## Industry & Technology

Vera Bruce, Class III, Step 9  
Kevin Coffelt, Class III, Step 5  
Jeffrey Donahue, Class II, Step 11  
Mark Early, Class I, Step 4  
William Johnson, Class I, Step 5  
Mark Lepore, Class III, Step 4

Vivian Nemi, Class I, Step 4  
Maximino Pena, Class III, Step 6  
Eugene Rock, Class II, Step 9  
Bernardo Rodriguez, Class II, Step 4  
Bradley Sweatt, Class I, Step 4

## Instructional Services

Eugene E. Adams, III, Class II, Step 4  
Rosalva Amezcua, Class II, Step 4  
Maria Armstrong, Class IV, Step 4  
Frances Brown, Class II, Step 4  
Oscar Lee Douglas, Class II, Step 5  
Tracye Duckett, Class II, Step 4  
Paul Harley, Class II, Step 8

Mashari Muir, Class IV, Step 4  
Robert Murchison, Class III, Step 4  
Heidi Neu, Class II, Step 4  
Bryan Ouchi, Class IV, Step 4  
Patsy Tebbs, Class I, Step 4

## Mathematical Sciences

Robert Bauman, Class III, Step 12  
Beyene Bayssa, Class II, Step 5  
Robert Caldwell, Class II, Step 12  
Zekarias Dammena, Class II, Step 12  
Amy Farrell, Class II, Step 4  
Manolita Formanes, Class II, Step 5  
Gregory Fry, Class IV, Step 5

Jack Gill, Class III, Step 12  
Haskell Goldman, Class IV, Step 28  
Hamza Hamza, Class V, Step 9  
Raymond Ho, Class II, Step 6  
Thu Hoang, Class II, Step 4  
Shiuling Huang, Class III, Step 4  
Cambyse Khoddam, Class II, Step 7

Perry McDonnell, Class III, Step 4  
Tony McQuilkin, Class II, Step 6  
Wendy Miao, Class II, Step 6  
Alice O'Leary, Class II, Step 6  
Delores Owens, Class III, Step 12  
Mohammad Rahnavard, Class V, Step 5  
Marion Reeve, Class II, Step 4  
Lernik Saakian, Class V, Step 13  
Oussama M. Safadi, Class V, Step 20  
Nathan Schroeder, Class I, Step 5  
Michael Semenoff, Class II, Step 12

Ellis Shamash, Class V, Step 4  
Satish Singhal, Class V, Step 7  
Shane Smith, Class II, Step 5  
Gizaw Tadele, Class II, Step 8  
Ralph Taylor, Class II, Step 7  
Terry Trevarthen, Class II, Step 10  
Ronald Wax, Class II, Step 4  
Patrick Webster, Class II, Step 12  
Richard Wiseman, Class II, Step  
Christie Yang, Class III, Step 4  
Michael Zeitzew, Class V, Step 5

### **Natural Sciences**

Lynn Fielding, Class II, Step 8  
Donald Frye, Class III, Step 12  
Stephen Koletty, Class IV, Step 4  
M. Hassan Rezaie Boroon, Class V, Step 6

Youngho Seo, Class V, Step 4  
Steven Silverman, Class V, Step 4  
Michel Van Biezen, Class II, Step 10

*29. Employment – The following instructors to be hired as needed to teach high school summer school during the 2002 summer session.*

Eric Ackerman, Class I, Step 4  
Melissa Acosta, Class I, Step 4  
Ricardo Acosta, Class I, Step 4  
Alfred Adams, Class II, Step 4  
John Aguirre, Class I, Step 4  
Ricardo Aldana, Class I, Step 4  
Daelea Aldrich, Class II, Step 4  
Michael Alexander, Class I, Step 4  
Scott Altenberg, Class II, Step 4  
Tim Ammentorp, Class I, Step 4  
Karen Blanke, Class I, Step 4  
Wendy Bouma, Class I, Step 4  
Timothy Bowman, Class I, Step 4  
Ronald Brown, Class I, Step 4  
Mary Lucinda Buchan, Class I, Step 4  
Erin Callahan, Class I, Step 4  
Keith Cameron, Class I, Step 4  
Thomas Chaffins III, Class I, Step 4  
Quentin Clay, Class I, Step 4  
Leslie Congelliere, Class I, Step 4  
Denise Cordoza, Class I, Step 4  
Robert Cracknell, Class I, Step 4  
Matthew Craven, Class I, Step 4  
Maria Crawford, Class I, Step 4  
Todd Croce, Class I, Step 4  
Thomas Dempsey, Class I, Step 4  
Daniel Devebec, Class I, Step 4  
William Dillon, Class I, Step 4  
Mark Doering, Class I, Step 4

Jason Druten, Class I, Step 4  
Gary Duperron, Class I, Step 4  
Kristina Duperron, Class I, Step 4  
Benjamin Egan, Class II, Step 4  
William Ellis, Class I, Step 4  
Marcelo Enriquez, Class I, Step 4  
William Erickson, Class II, Step 4  
Gordon Emi, Class I, Step 4  
Diane Faatai, Class I, Step 4  
Robert Fish, Class II, Step 4  
William Flack, Class I, Step 4  
Leonard Fletcher, Class I, Step 4  
Ja-Lair Flynn, Class II, Step 4  
Carl Franklin, Class I, Step 4  
Martin French, Class I, Step 4  
Faith Fuata, Class I, Step 4  
Angela Fusaro, Class I, Step 4  
Scott Garinger, Class II, Step 4  
Donald Garriott, Class I, Step 4  
Don Gereau, Class I, Step 4  
Karim Girgis, Class II, Step 4

Gilbert Givens, Class I, Step 4  
Martin Greenspan, Class I, Step 4  
Karen Gregerson, Class I, Step 4  
Moses Hall, Class II, Step 4  
Candace Ham, Class I, Step 4  
April Harrigan, Class I, Step 4  
George Harris Jr., Class I, Step 4  
Donald Hendricks, Class II, Step 4  
Felton Henry, Class I, Step 4  
Kenneth Hetman, Class I, Step 4  
Jeffrey Hines, Class I, Step 4  
Eddie Hollis, Class I, Step 4  
Gregory Holt, Class I, Step 4  
Lawrence Hom, Class I, Step 4  
Arthur Houghtaling, Class I, Step 4  
Jeffrey Hromadka, Class I, Step 4  
Chris Hyduke, Class I, Step 4  
Harry Jenkins, Class I, Step 4  
Mark Jimenez, Class I, Step 4  
Emma Jurgensen, Class III, Step 4  
Edward Kamiyama, Class I, Step 4  
Jonathan Kaneshiro, Class I, Step 4  
Karen Kasper, Class I, Step 4  
Michael Kolarov II, Class I, Step 4  
Andrea Koze, Class I, Step 4  
Devin Kushi, Class II, Step 4  
Robert Kutsch, Class I, Step 4  
Yvette La Riva, Class I, Step 4  
Christopher Lipsey, Class II, Step 4  
Kevin Lyons, Class I, Step 4  
Rene Macias, Class I, Step 4  
Mark MacKenzie, Class I, Step 4  
Luz Magdalena, Class I, Step 4  
Thomas Maier, Class II, Step 4  
Michelle Marsden, Class I, Step 4  
Rosemarie Martinez, Class II, Step 4  
Glenn Marx, Class I, Step 4  
Stanley Masaoka, Class I, Step 4  
Scottie Massey, Class I, Step 4  
Richard Masson, Class III, Step 4  
Michael McCarthy, Class I, Step 4  
Joseph McDorman, Class I, Step 4  
Rudy Mendoza, Class I, Step 4  
Corey Miller, Class I, Step 4  
Martin Mira, Class I, Step 4  
Erick Miseroy, Class I, Step 4  
Mathew Mishler, Class I, Step 4  
Rick Momohara, Class I, Step 4  
Kevin Moore, Class I, Step 4  
Donald Morrow, Class I, Step 4

Keith Morris, Class I, Step 4  
Gwen Nakashima, Class I, Step 4  
Gerald Nammack, Class II, Step 4  
Michael Neily, Class II, Step 4  
Peter Nguyen, Class I, Step 4  
Ricardo Nunez, Class I, Step 4  
Kirby Onaga, Class I, Step 4  
Brian Ormsby, Class II, Step 4  
Robert Patterson, Class I, Step 4  
Patty Perkinson, Class I, Step 4  
Ovaness Petrosian, Class II, Step 4  
Marc Pioch, Class I, Step 4  
Michael Ramos, Class I, Step 4  
Jon Reichardt, Class I, Step 4  
Anthony Richards, Class I, Step 4  
Jose Romo, Class I, Step 4  
Vernon Ross, Class II, Step 4  
Lyman Rouintree, Class I, Step 4  
Kurt Ruth, Class I, Step 4  
Richard Sabosky, Class II, Step 4  
Frank Sandoval, Class IV, Step 4  
James San-Martin, Class I, Step 4  
Steve Shevlin, Class II, Step 4  
Mike Shimizu, Class I, Step 4  
Roy Sides, Class I, Step 4  
Eugene Simon, Class II, Step 4  
Gary Smith, Class I, Step 4  
Rainy Smith, Class I, Step 4  
Eric Spotts, Class III, Step 4  
James St. Hilaire, Class II, Step 4  
Dominique Street, Class I, Step 4  
Kenneth Stumpf, Class I, Step 4  
George Tachibana, Class I, Step 4  
Dwayne Tatnall, Class I, Step 4  
Craig Thompson, Class I, Step 4  
Donald Threatt, Class II, Step 4  
Brian Tokuda, Class I, Step 4  
Matthew Toner, Class I, Step 4  
Erich Tucker, Class I, Step 4  
Oliver Turner, Class I, Step 4  
Jeffrey Tuttle, Class I, Step 4  
Michael Van Hoven, Class I, Step 4

Shannon Vaughan, Class I, Step 4  
Jill Waggoner, Class I, Step 4  
Michael Wagner, Class V, Step 4  
Michael Walsh, Class II, Step 4  
Kenneth Welch, Class I, Step 4  
Eric White, Class I, Step 4  
James Whitt, Class I, Step 4

Walter Williams, Class II, Step 4  
Roosevelt Wilson, Class II, Step 4  
Kent Wyatt, Class II, Step 4  
Patricia Yoo, Class I, Step 4

### **Classified Personnel**

1. Resignation - Mr. Scott Crouter, Exercise Test Technician, Range 31, Step B, Health Sciences & Athletics Division, Academic Affairs Area, effective July 12, 2002, plus accrued vacation.
2. Resignation - Ms. Rachel Weiss - Research Analyst, Range 47 Step C, Planning, Research and Development Division, Student and Community Advancement Area, effective May 31, 2002, plus accrued vacation.
3. Personal Leave of Absence - 100% - Ms. LaTonya Greene-Anderson, 49.5% Clerical Assistant, Range 20, Step E, Counseling Services Division, Student and Community Advancement Area, effective May 24 through September 9, 2002.
4. Change of Assignment/Stipend - Mr. Donald Treat, Technical Services Supervisor, Range 26, Step E, Information Technology Services Division, Administrative Services Area, to be paid an additional \$360 a month, for assuming full supervisory responsibility for network integration and offsite locations support, effective May 1 through December 31, 2002.
5. Change In Classification - Mr. Jason Haddix, Help Desk Consultant, Range 30, Step A, Information Technology Services, Administrative Services Area, from temporary classified to 50% substitute, from March 11 through April 26, 2002.
6. Change In Classification - Mr. William Taira, Help Desk Consultant, Range 30, Step A, Information Technology Services, Administrative Services Area, from temporary classified to 50% substitute, from March 11 through April 26, 2002.
7. Stipend - Ms. Rachel Weiss - Research Analyst, Range 47 Step C, Planning, Research and Development Division, Student and Community Advancement Area, to be paid an additional \$400 a month, for additional work assumed in the absence of the Director of Institutional Research, effective April 1, through May 31, 2002.
8. Work Out of Classification - Ms. Carole Bush, Clerical Assistant, Range 20, Step E, to Events Specialist, Range 31, Step A, Counseling Services Division, Student and Community Advancement Area, effective April 1 through December 31, 2002.

9. Work Out of Classification - Mr. Mark Kensinger, Custodian, Range 18, Step E, to Painter, Range 35, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1 through August 31, 2002.
10. Work Out of Classification - Ms. Gabriella Lopez, from Administrative Assistant I, Range 27, Step B, to Project Specialist, Range 32, Step A, Workforce Education Division, Student and Community Advancement Area, effective February 28 through March 31, 2002.
11. Work Out of Classification - Mr. Anthony Solano, Utility Worker, Range 23, Step E, to Painter, Range 35, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1 through August 31, 2002.
12. Extend Employment - Ms. Katherine Conley, 75% Cosmetology Attendant, (10 month), Range 19, Step E, Industry and Technology Division, Academic Affairs Area effective June 1 through July 31, 2002.
13. Extend Employment - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area effective June 1 through July 31, 2002.
14. Extend Employment - Mr. James Wright, Toolroom/Instructional Equipment Attendant, (10 month) Range 24, Step C, Industry & Technology Division, Academic Affairs Area effective June 1 through July 31, 2002.

**Temporary Classified Personnel**

15. The following short-term employees for service on an as-needed basis for the 2001- 2002 fiscal year:

Victoria Facey  
 Ronald Hill  
 Teresa Hill

Jed Laderman  
 Hyo Kyoung Nam

**B. REVISED FACULTY POSITION AND CLASSIFICATION SPECIFICATIONS**

It is recommended that the Board approve the revised classification specifications for the Lead Teacher – Child Development Center which is represented by the Faculty Bargaining unit as shown on pages 12-16.

**C. AMENDED PROVISIONS FOR EMPLOYMENT OF SPECIAL PROJECT TEMPORARY ADMINISTRATORS**

It is recommended that the Board approve the following amended provisions to implement the employment of Special Project Temporary Administrators as listed, effective July 1, 2002, as shown on pages 17-20.

**D. INFORMATION ITEM: MEMORANDUM OF UNDERSTANDING BETWEEN EL CAMINO COLLEGE DISTRICT AND EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO**

To add Staff Interpreter and Instructional Services Advisor (DSP&S) to listing of exempt classifications in Appendix E, effective May 21, 2002 as shown on page 21.

**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:

Thelma Barrios  
Hsiaoling Chiu  
Khoan Huynh  
Michael Joo  
Seong Kim  
Young Lee  
Mai Okazaki  
Barbara Reed  
Julia Sevilla  
Taewon (James) Song  
Yerde Taous  
Latosha Toler  
Geoffrey Tjakra  
Junko Watanabe

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **LEAD TEACHER – CHILD DEVELOPMENT CENTER**

#### **BASIC FUNCTION:**

Under the direction of the Child Development Center (CDC) Director, the Lead CDC Teacher develops and implements a comprehensive child development program that is responsive to the unique needs of the children and their families, promotes growth in all areas of development, and supports feelings of competence, self-respect and internal control. The Lead Teacher plans, implements and maintains the physical environment indoors and outdoors; supervises the teaching team; works with college practicum students; and serves as acting Center Director in the absence of the Director. Position duties are fifty (50%) percent teaching related and fifty (50%) administrative support for the Center.

#### **REPRESENTATIVE DUTIES:**

The duties of Lead Teacher may include, but are not limited to, the following:

Provide instruction to children and serve as lead for other child development center teachers.

Coordinate staff schedules and act as a liaison between staff and Director by maintaining open communication between both parties.

Perform duties of Director in his/her absence.

Assist in planning and presentation of staff training, parent meetings, and staff meetings.

Assist in the process of selecting and hiring of the student assistants.

Assist with the ordering and/or purchasing of supplies and maintains a checklist of supplies.

Conduct parent orientations.

Inspect the center on a regular basis and arranges for any required maintenance.

Advise staff, parents and children on a wide variety of concerns.

Maintain written records related to children and the environment as required.

Work as a member of a team to insure a high standard of quality throughout the CDC.

Assess children on a regular basis, and uses assessment data to develop individualized programs.

Perform related duties as assigned.



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of Early Childhood Development.  
Childhood guidance techniques and preschool curriculum.  
Age-appropriate behaviors and expectations.  
Oral and written communication skills.

**ABILITY TO:**

Communicate with and resolve issues from staff, parents, children, students and others.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Interact with others using tact, patience and courtesy.  
Work independently with little direction.  
Keep up with the latest research in Early Childhood Development and interpret best practices to staff members.  
Train, motivate and evaluate student workers and volunteers.  
Be sensitive to children from diverse backgrounds.

**EDUCATION AND EXPERIENCE:**

Requirements for this permit include completion of an Associate Arts degree or 60 units with 24 Early Childhood Education/Child Development units (including core courses), six semester units in the administration and supervision of Child Development programs, and two units of adult supervision. Experience includes 350 days of three or more hours per day within 4 years, including at least 100 days of supervising adults. Alternative requirements include the completion of a Bachelors' Degree or higher, or an Administrative Services credential, and twelve or more semester units in Early Childhood Education or Child Development course work plus three-unit supervised field experience in an early childhood education setting.

The Lead Teacher must be sensitive to and understand the cultural and ethnic diversity of students in the program.

**Desirable qualifications:**

Two years of successful teaching experience including one year of supervising adults within a campus setting. Computer literacy with proficiency in basic word processing and applications software is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Child Development Site Supervisor Permit  
(Verification of application pending issuance of Permit by the State of California is acceptable.)  
Valid California Driver's License

Valid CPR and First Aid (15 hour course) Certificates

(The CPR training needs to be renewed as required. May be completed within 30 days of employment).

**WORKING CONDITIONS:**

Lift and carry up to 35 lbs.

Use of personal computer with VDT screen

Hand, wrist and finger dexterity to operate various office machines

Interact with a diverse faculty, staff, students and parents

May sit or stand for extended periods of time

Move from one work area to another

Hearing and speaking to exchange information

Be able to visually monitor children

Board Approved: October 12, 1992

Board Revised: May 20, 2002

Salary Schedule in Federation Agreement

Old El Camino Community College District – Lead Child Development Center Teacher – job description not available electronically.

## **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      \$ 179 - \$202 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      \$ 196 - \$221 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      \$ 202 – \$228 based on rate schedule

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

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Range 4      Daily Rates    \$ 228 - \$257 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    \$ 249 - \$283 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    \$ 269 - \$303 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 20, 2002

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

**Effective July 1, 2002**

<b>Range/Step</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1</b>	<b>Daily</b>	\$179	185	190	196	202
	<b>Annual*</b>	\$46,540	48,100	49,400	50,960	52,520
<b>2</b>		\$196	202	208	214	221
		\$50,960	52,520	54,080	55,640	57,460
<b>3</b>		\$202	208	214	221	228
		\$52,520	54,080	55,640	57,400	59,280
<b>4</b>		\$228	235	242	250	257
		\$59,280	61,100	62,920	65,000	66,820
<b>5</b>		\$249	256	265	274	283
		\$64,740	66,560	68,900	71,240	73,580
<b>6</b>		\$269	277	286	294	303
		\$69,940	72,020	74,360	76,440	78,780

\*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.

Board Approved: May 20, 2002

May 20, 2002

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT AND EL CAMINO  
CLASSIFIED EMPLOYEES**

It is agreed between the El Camino Community College District and the El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO, that the classifications of Staff Interpreter and Instructional Services Advisor (DSP&S) will be added to the listing of exempt classifications in Appendix E – El Camino Community College District Classifications Exempt From Daily Overtime effective May 21, 2002.

It is so agreed.

EL CAMINO CLASSIFIED  
EMPLOYEES

EL CAMINO COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Luukia Smith, ECCE President

By: \_\_\_\_\_  
Marcia M. Wade, Director, Human  
Resources

Date: \_\_\_\_\_

Date: \_\_\_\_\_

May 20, 2002

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

A. Conference Attendance..... Page 1  
B. September 2002 Board Meeting Date Change.....Page 1

A. Conference Attendance

It is recommended that the Board approve the following conference attendance:

Construction Contracting for Public Entities in California

Mr. William Beverly – Santa Monica, California, July 11, 2002, with transportation and necessary expenses of approximately \$289 paid.

B. September 2002 Board Meeting Date Change

It is recommended that the Board reschedule the September Board Meeting from Monday, September 16, 2002 to Monday, September 9, 2002 to allow for the adoption of the 2002-2003 Budget.