

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

**Board of Trustees  
El Camino Community College District**

**Agenda, Monday, August 16, 2004  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of July 19, 2004**
- III. Presentations – (none)**
- IV. Pubic Hearings – (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda,  
Page 1*
  - Student and Community Advancement  
*See Student & Community Advancement  
Agenda, Pages 1-21*
  - Administrative Services  
*See Administrative Services Agenda, Pages 1-13*
  - See Measure "E" Bond Fund Agenda, Pages 1-6*
  - See Human Resources Agenda,  
Pages 1-17*
  - Superintendent/President  
*See Superintendent/President Agenda,  
Pages 1-6*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
  - A. Board of Trustees Report
  - B. President's Report
  - C. Academic Senate Report
- VIII. Closed Session**
  - A. Existing Litigation, Brown Act Section  
54956.9

1. Case BC 289563

- B. Personnel Matters, Brown Act Section 54957
1. Personnel Matter
  - 2 cases

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**Agenda for the El Camino Community College District Board of Trustees**  
**from**  
**Academic Affairs**  
**James Schwartz, Ph.D., Acting Vice President**

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**Page No.**

A. Instructional Field Trip – Fall 2004 ..... 1

**A. INSTRUCTIONAL FIELD TRIP – FALL 2004**

It is recommended that the Board approve the following instructional field trip for Fall 2004:

October 8-11, 2004 – Professor Matthew Ebner – Geography 20 Class, estimated students 25, Grand Canyon National Park, Bryce Canyon National Park, and Zion National Park – depart 7:00 a.m. (10/8), return 7:00 p.m. (10/11) – Van transportation.

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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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**Page No.**

A.	Community Education Program – Fall 2004.....	1, 2-17
B.	Destruction of Records – EOP&S/CARE .....	1
C.	Temporary Casuals Employment.....	1, 18-21
D.	International Travel.....	1

**A. COMMUNITY EDUCATION PROGRAMS - FALL 2004**

1. It is recommended that the Board approve the Community Education Program for Fall 2004 as shown on pages 2 through 17. It is further recommended that payment to the instructors for the classes be based on specifications in the contract. The specification is either A) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR B) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

1. It is recommended that the Board approve the hiring of the following on-call instructor to teach the following course. Instructor to be paid 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.

<u>Name of Course</u>	<u>Name of Instructor</u>
Conversational Spanish	Jerry de los Rios

**B. DESTRUCTION OF RECORDS – EOP&S/CARE**

It is recommended that the Board approve destruction of the following EOP&S/CARE student records for 1999-2000. In accordance with guidelines established by the Chancellor's Office, student records should be retained as follows: 1) at least three academic years after the student exits EOP&S/CARE, 2) five years if there has been an audit exception, or 3) if the college's EOP&S/CARE Director has developed a college policy which would require the records to be kept for a longer period of time. The following records have been maintained for the required retention period:

EOP&S/CARE Application; EOP&S/CARE Documentation Log  
EOP&S/CARE Financial Documents; Unofficial Transcripts  
Student Responsibility Contract; Student Educational Plan  
Progress Reports

**C. TEMPORARY CASUALS EMPLOYMENT**

It is recommended that the Board authorize employment of the following temporary Casual employees, not to exceed 170 days, subject to funding, as shown on pages 18 through 20.

**D. INTERNATIONAL TRAVEL**

It is recommended that the Board approve amending international travel for Leonid Rachman to participate in the Institute of International Education and ETEC College Fairs in Tokyo, Japan and Seoul, Korea, October 22-30, 2004. Expenses in the amount of \$6,800 to be paid as follows: \$5,100 from the International Students Conference and \$1,700 from Center for International Trade Development. (Previously Board approved March 19, 2004)

## Community Education – FALL 2004

E=employee -NOT STRS eligible; N=non-employee

Title	Instructor	Rate of Pay	E/ N	#mtg s	First	Day	Start	End	Add'l Dates	Room
Candle Making for Beginners	Abdul, Quayum	OptA	N	1	9/18	Sat	9:00 AM	12:00 PM		Artb215
Hurricane Candle Making	Abdul, Quayum	OptA	N	1	10/23	Sat	9:00 AM	12:00 PM		Artb215
Relax in the Bath: Soap Making	Abdul, Quayum	OptA	N	1	10/9	Sat	9:00 AM	12:00 PM		Artb215
Beginning Yoga	Anderson, Dave	OptA	N	8	1/8	Sat	10:30 AM	12:00 PM	thru 2/26	PE2
Beginning Yoga	Anderson, Dave	OptA	N	10	9/25	Sat	10:30 AM	12:00 PM	thru 12/11 nc 11/13, 27	PE2
Learn to Draw-You Really Can	Beuoy, Jean	\$23/hr	N	8	9/21	Tues	6:30 PM	9:00 PM	thru 11/9	Artb211
Watercolor Painting	Beuoy, Jean	\$23/hr	N	8	9/18	Sat	9:00 AM	11:30 AM	thru 11/6	Artb211
HT Become Special Event/Wedding	Binder, Farla	38%	N	1	10/5	Tues	6:30 PM	9:30 PM		Socs203
American Rockies by Rail	Collette Vacations	90%	N	9	7/23/05				thru 7/31/05	off campus
South Pacific Wonders	Collette Vacations	90%	N	15	6/14/05				thru 6/28/05	off campus
Tour Info Night	Collette Vacations	None	N	1	9/23	Thur	7:00 PM	8:30 PM		Socs111
Calligraphy for Beginners	de los Rios, Teresa	Opt A	N	6	10/7	Thur	7:00 PM	9:00 PM	thru 11/11	Artb211
Color Concepts: Theory/Practice	de los Rios, Teresa	Opt A	N	1	10/19	Tues	6:30 PM	9:30 PM		Socs108
Color Yourself Beautiful	DeCuir, Cheryl	OptA	N	1	9/30	Thur	6:30 PM	9:30 PM		Artb211
Accordion Books	Deutsch, Lisa	OptA	N	1	11/6	Sat	9:00 AM	12:00 PM		Artb215
Miniature Book Art	Deutsch, Lisa	OptA	N	1	10/30	Sat	9:00 AM	12:00 PM		Artb215
1st Line Supervision	eApproach	59/stu	N	90	1/20	Thur			90 days	online
1st Line Supervision	eApproach	59/stu	N	90	9/16	Thur			90 days	online
1st Line Supervision	eApproach	59/stu	N	90	10/21	Thur			90 days	online
1st Line Supervision	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Delivering Knock Socks Off Svc	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Delivering Knock Socks Off Svc	eApproach	59/stu	N	90	9/16	Thur			90 days	online

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Student and Community Advancement – Page 2

Delivering Knock Socks Off Svc	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Delivering Knock Socks Off Svc	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Financial Tools/Drive Bus Strategy	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Financial Tools/Drive Bus Strategy	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Financial Tools/Drive Bus Strategy	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Financial Tools/Drive Bus Strategy	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Fund of Budget NonFinancial Mgrs	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Fund of Budget NonFinancial Mgrs	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Fund of Budget NonFinancial Mgrs	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Fund of Budget NonFinancial Mgrs	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Fund of Marketing	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Fund of Marketing	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Fund of Marketing	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Fund of Marketing	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Fund of Statistical Process Control	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Fund of Statistical Process Control	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Fund of Statistical Process Control	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Fund of Statistical Process Control	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Grammar & Proofreading	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Grammar & Proofreading	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Grammar & Proofreading	eApproach	59/stu	N	90	10/21	Thur			90 days	online



Grammar & Proofreading	eApproach	59/stu	N	90	11/18	Thur			90 days	online
HT Develop Strategic Plan	eApproach	59/stu	N	90	1/20	Thur			90 days	online
HT Develop Strategic Plan	eApproach	59/stu	N	90	9/16	Thur			90 days	online
HT Develop Strategic Plan	eApproach	59/stu	N	90	10/21	Thur			90 days	online
HT Develop Strategic Plan	eApproach	59/stu	N	90	11/18	Thur			90 days	online
HT Manage Priorities	eApproach	59/stu	N	90	1/20	Thur			90 days	online
HT Manage Priorities	eApproach	59/stu	N	90	9/16	Thur			90 days	online
HT Manage Priorities	eApproach	59/stu	N	90	10/21	Thur			90 days	online
HT Manage Priorities	eApproach	59/stu	N	90	11/18	Thur			90 days	online
HT Plan & Mng Co. Budget	eApproach	59/stu	N	90	1/20	Thur			90 days	online
HT Plan & Mng Co. Budget	eApproach	59/stu	N	90	9/16	Thur			90 days	online
HT Plan & Mng Co. Budget	eApproach	59/stu	N	90	10/21	Thur			90 days	online
HT Plan & Mng Co. Budget	eApproach	59/stu	N	90	11/18	Thur			90 days	online
HT Write Mktg Plan	eApproach	59/stu	N	90	1/20	Thur			90 days	online
HT Write Mktg Plan	eApproach	59/stu	N	90	9/16	Thur			90 days	online
HT Write Mktg Plan	eApproach	59/stu	N	90	10/21	Thur			90 days	online
HT Write Mktg Plan	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Keeping Customers for Life	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Keeping Customers for Life	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Keeping Customers for Life	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Keeping Customers for Life	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Mgrs Guide to Financial Analysis	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Mgrs Guide to Financial Analysis	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Mgrs Guide to Financial Analysis	eApproach	59/stu	N	90	10/21	Thur			90 days	Online

Mgrs Guide to Financial Analysis	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Mng Customer Satis Process	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Mng Customer Satis Process	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Mng Customer Satis Process	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Mng Customer Satis Process	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Planning & Leading Prod Mtgs	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Planning & Leading Prod Mtgs	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Planning & Leading Prod Mtgs	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Planning & Leading Prod Mtgs	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Planning Cash Flow	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Planning Cash Flow	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Planning Cash Flow	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Planning Cash Flow	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Practical Problem Solving Skills	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Practical Problem Solving Skills	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Practical Problem Solving Skills	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Practical Problem Solving Skills	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Presentation Success: Plan, Prepare	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Presentation Success: Plan, Prepare	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Presentation Success: Plan, Prepare	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Presentation Success: Plan, Prepare	eApproach	59/stu	N	90	11/18	Thur			90 days	Online

Skills for Success: Admin Asst	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Skills for Success: Admin Asst	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Skills for Success: Admin Asst	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Skills for Success: Admin Asst	eApproach	59/stu	N	90	11/18	Thur			90 days	online
Taking Control with Time Mgmt	eApproach	59/stu	N	90	1/20	Thur			90 days	online
Taking Control with Time Mgmt	eApproach	59/stu	N	90	9/16	Thur			90 days	online
Taking Control with Time Mgmt	eApproach	59/stu	N	90	10/21	Thur			90 days	online
Taking Control with Time Mgmt	eApproach	59/stu	N	90	11/18	Thur			90 days	online
What Managers Do	eApproach	59/stu	N	90	1/20	Thur			90 days	online
What Managers Do	eApproach	59/stu	N	90	9/16	Thur			90 days	online
What Managers Do	eApproach	59/stu	N	90	10/21	Thur			90 days	online
What Managers Do	eApproach	59/stu	N	90	11/18	Thur			90 days	online
A to Z Grantwriting	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
A to Z Grantwriting	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
A to Z Grantwriting	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
A to Z Grantwriting	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Accounting Fundamentals	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Accounting Fundamentals	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Accounting Fundamentals	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Accounting Fundamentals	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Admin Assistant Applications	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Admin Assistant Applications	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Admin Assistant Applications	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Admin Assistant Applications	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Admin Assistant Fundamentals	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online

Admin Assistant Fundamentals	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Admin Assistant Fundamentals	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Admin Assistant Fundamentals	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Advanced A+ Cert	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Advanced A+ Cert	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Advanced A+ Cert	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Advanced A+ Cert	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Advanced Web Pages	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Advanced Web Pages	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Advanced Web Pages	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Advanced Web Pages	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Basic A+ Cert Prep	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Basic A+ Cert Prep	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Basic A+ Cert Prep	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Basic A+ Cert Prep	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Beginning Braille	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Beginning Braille	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Beginning Braille	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Beginning Braille	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Bus Planning for the Retired	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Bus Planning for the Retired	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Bus Planning for the Retired	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Bus Planning for the Retired	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
C++ for the Absolute Beginner	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
C++ for the Absolute Beginner	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
C++ for the Absolute Beginner	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
C++ for the Absolute Beginner	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	Online

Communicating Like a Leader	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Communicating Like a Leader	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Communicating Like a Leader	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Communicating Like a Leader	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Creating Web Pages	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Creating Web Pages	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Creating Web Pages	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Creating Web Pages	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Debt Elimination Techniques	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Debt Elimination Techniques	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Debt Elimination Techniques	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Debt Elimination Techniques	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Digital Photo Output	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Digital Photo Output	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Digital Photo Output	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Digital Photo Output	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Discover Digital Photo	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Discover Digital Photo	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Discover Digital Photo	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Discover Digital Photo	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Effective Bus. Writing	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Effective Bus. Writing	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Effective Bus. Writing	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Effective Bus. Writing	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Fast Track Fund Raising	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Fast Track Fund Raising	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Fast Track Fund Raising	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Fast Track Fund Raising	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Fund of Superv & Mgmt 1	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online

Fund of Superv & Mgmt 1	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Fund of Superv & Mgmt 1	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Fund of Superv & Mgmt 1	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Fund of Superv & Mgmt 2	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Fund of Superv & Mgmt 2	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Fund of Superv & Mgmt 2	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Fund of Superv & Mgmt 2	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
GED Test Prep	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
GED Test Prep	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
GED Test Prep	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
GED Test Prep	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Get Paid to Travel	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Get Paid to Travel	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Get Paid to Travel	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Get Paid to Travel	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Goodbye to Shy	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Goodbye to Shy	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Goodbye to Shy	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Goodbye to Shy	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Grammar Refresher	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Grammar Refresher	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Grammar Refresher	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Grammar Refresher	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Individual Excellence	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Individual Excellence	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Individual Excellence	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Individual Excellence	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intermediate A+ Cert	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intermediate A+ Cert	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intermediate A+ Cert	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intermediate A+ Cert	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online

Intermediate Web Pages	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intermediate Web Pages	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intermediate Web Pages	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intermediate Web Pages	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Adobe Premiere 6	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Adobe Premiere 6	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Adobe Premiere 6	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Adobe Premiere 6	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Algebra	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Algebra	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Algebra	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Algebra	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Business Analysis	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Business Analysis	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Business Analysis	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Business Analysis	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Dreamweaver 4.0	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Dreamweaver 4.0	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Dreamweaver 4.0	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Dreamweaver 4.0	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Dreamweaver MX	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Dreamweaver MX	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Dreamweaver MX	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Dreamweaver MX	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Java 2 Programming	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Java 2 Programming	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Java 2 Programming	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Java 2 Programming	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online

Intro to Nonprofit Mgmt	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Nonprofit Mgmt	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Nonprofit Mgmt	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Nonprofit Mgmt	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to PC Troubleshooting	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to PC Troubleshooting	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to PC Troubleshooting	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to PC Troubleshooting	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to QuickBooks	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to QuickBooks	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to QuickBooks	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to QuickBooks	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to SQL	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to SQL	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to SQL	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to SQL	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Visual Basic 6.0	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Visual Basic 6.0	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Visual Basic 6.0	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Visual Basic 6.0	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Visual Basic.NET	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Visual Basic.NET	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Visual Basic.NET	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Visual Basic.NET	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to Windows XP	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to Windows XP	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to Windows XP	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to Windows XP	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Intro to XML	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Intro to XML	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Intro to XML	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Intro to XML	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	Online



JavaScript Programming	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
JavaScript Programming	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
JavaScript Programming	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
JavaScript Programming	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Leadership	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Leadership	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Leadership	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Leadership	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Learn to Buy & Sell on eBay	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Learn to Buy & Sell on eBay	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Learn to Buy & Sell on eBay	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Learn to Buy & Sell on eBay	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Mastering... Photo People	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Mastering... Photo People	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Mastering... Photo People	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Mastering... Photo People	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Medical Terminology	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Medical Terminology	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Medical Terminology	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Medical Terminology	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Performing Payroll in QuickBooks	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Performing Payroll in QuickBooks	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Performing Payroll in QuickBooks	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Performing Payroll in QuickBooks	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Personal Finance	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Personal Finance	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Personal Finance	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Personal Finance	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Proj Mgmt Applications	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Proj Mgmt Applications	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Proj Mgmt Applications	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	Online

Proj Mgmt Applications	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Proj Mgmt Fundamentals	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Proj Mgmt Fundamentals	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Proj Mgmt Fundamentals	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Proj Mgmt Fundamentals	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Publish It Yourself	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Publish It Yourself	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Publish It Yourself	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Publish It Yourself	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Purchasing Applications	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Purchasing Applications	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Purchasing Applications	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Purchasing Applications	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Purchasing Fundamentals	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Purchasing Fundamentals	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Purchasing Fundamentals	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Purchasing Fundamentals	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Screenwriting Career	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Screenwriting Career	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Screenwriting Career	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Screenwriting Career	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Secrets of Better Photo	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Secrets of Better Photo	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Secrets of Better Photo	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Secrets of Better Photo	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Speed Spanish	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Speed Spanish	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Speed Spanish	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Speed Spanish	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Stocks, Bonds, & Investing: Oh, My	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Stocks, Bonds, & Investing: Oh, My	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Stocks, Bonds, & Investing: Oh, My	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online

Stocks, Bonds, & Investing: Oh, My	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
Working with OS iMac/Macintosh	Ed2Go	Varies	N	12	1/19	W,F			thru 2/25	online
Working with OS iMac/Macintosh	Ed2Go	Varies	N	12	9/15	W,F			thru 10/22	online
Working with OS iMac/Macintosh	Ed2Go	Varies	N	12	10/20	W,F			thru 11/26	online
Working with OS iMac/Macintosh	Ed2Go	Varies	N	12	11/10	W,F			thru 12/17	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
TBD	Ed2Go	Varies	N	12	TBD	W,F			Avail 6 wks	online
Home Decorating with Style	Farmer, Claudia	Opt A	N	1	10/21	Thur	6:30 PM	9:30 PM		Mu202
Stretching for Life	Farmer, Jeremy	OptA	N	6	10/2	Sat	9:00 AM	9:50 AM	thru 11/6	PE52
The Body-Mind-Spirit Connection	Farmer, Jeremy	OptA	N	6	10/2	Sat	10:00 AM	11:00 AM	thru 11/6	PE28
Balance Sheet Analysis	Farmer, Kevin	OptA	N	1	10/13	Wed	6:30 PM	9:30 PM		Artb311
Get Going with QuickBooks	Farmer, Kevin	OptA	N	1	10/17	Sun	9:00 AM	3:00 PM		Bus4
Income Statement Analysis	Farmer, Kevin	OptA	N	1	10/6	Wed	6:30 PM	9:30 PM		Artb311
Journals & General Ledger	Farmer, Kevin	OptA	N	1	9/29	Wed	6:30 PM	9:30 PM		Artb311
Keep Going with QuickBooks	Farmer, Kevin	OptA	N	1	10/24	Sun	9:00 AM	3:00 PM		Bus4
You Can Write Hit Songs	Frederick, Robin	OptA	N	1	10/2	Sat	1:00 PM	4:00 PM		Socs108
Beginning Guitar	Freeman, Vince	\$25/hr	N	6	10/5	Tues	7:00 PM	9:00 PM	11/9	East Dining
Financial Strategies/Retirement	Garvin, Calvin	OptA	N	3	10/12	Tues	6:30 PM	9:30 PM	thru 10/26	Socs210
Financial Strategies/Retirement	Garvin, Calvin	OptA	N	3	10/14	Thur	6:30 PM	9:30 PM	thru 10/28	Socs210
Hypnotherapy as a Career	Genco, Frank	OptA	N	10	9/28	Tues	7:00 PM	10:00 PM	thru 11/30	Socs111
Think Thin, Be Thin, Stay Thin	Genco, Frank	OptA	N	1	9/23	Thur	7:00 PM	9:30 PM		MU133

He Said, She Said	Georgen, Pearl	OptA	N	2	11/8	Mon	6:30 PM	8:30 PM	11/15	Mu133
Nego1:Art of Getting What You Want	Georgen, Pearl	OptA	N	1	10/7	Thur	6:30 PM	9:30 PM		Socs111
Nego2: How to Talk/What to Say	Georgen, Pearl	OptA	N	1	10/14	Thur	6:30 PM	9:30 PM		Socs111
Nego3:Mastery of the Art	Georgen, Pearl	OptA	N	1	10/21	Thur	6:30 PM	9:30 PM		Socs111
Nego4:Resolving Critical Issues	Georgen, Pearl	OptA	N	1	10/28	Thur	6:30 PM	9:30 PM		Socs111
Nego5:Secrets of Eff. Persuasion	Georgen, Pearl	OptA	N	1	11/4	Thur	6:30 PM	9:30 PM		Socs111
Nego6:Power Strategies	Georgen, Pearl	OptA	N	1	11/11	Thur	6:30 PM	9:30 PM		Socs111
Nego7:Multiplying Your Effectiveness	Georgen, Pearl	OptA	N	1	11/18	Thur	6:30 PM	9:30 PM		Socs111
Professional Mediator Course	Georgen, Pearl	OptA	N	4	10/2	Sat	9:00 AM	4:00 PM	thru 10/23	Socs109
Aromatherapy: Bath Salts, Oils	Grigsby, Nique	OptA	N	1	10/16	Sat	9:00 AM	12:00 PM		Artb215
HT Make Gift Baskets	Grigsby, Nique	OptA	N	1	10/28	Thur	6:30 PM	9:30 PM		Artb15
Keyboards "On the Spot" Piano	Hardman, Patrick	OptA	N	1	9/25	Sat	9:00 AM	12:00 PM		Bus5
Managing/Achieving Org Goals	Harris, Shirley	\$40/hr +\$5stu	N	5	10/11	Mon	6:30 PM	9:30 PM	thru 11/8	Mu209
SAT Prep	Hines, Fred	\$29/hr	N	4	9/11	Sat	10:00 AM	1:00 PM	thru 10/2	Socs108
SAT Prep	Hines, Fred	OptA	N	4	10/30	Sat	10:00 AM	1:00 PM	thru 11/20	Socs110
DreamBooks: Turn Book into Bus	Johnson, Belma	OptA	N	1	9/25	Sat	9:00 AM	1:00 PM		Socs204
Turn Music, Artwork, etc into Mdse	Johnson, Belma	OptA	N	1	9/25	Sat	2:00 PM	5:00 PM		Socs204
Developing Your Prof Image	Koze, John	\$60/hr	N	1	9/29	Wed	6:30 PM	9:30 PM		MU211
Discover Your Leadership Style & Techniques	Koze, John	\$60/hr	N	1	10/13	Wed	6:30 PM	9:30 PM		MU211
Making Time for Time Mgmt	Koze, John	\$60/hr	N	1	10/6	Wed	6:30 PM	9:30 PM		MU211
Strategies for Setting/Achv Goals	Koze, John	\$60/hr	N	1	10/20	Wed	6:30 PM	9:30 PM		MU211
Tools & Tech. \$ Problem Solving	Koze, John	\$60/hr	N	1	10/27	Wed	6:30 PM	9:30 PM		MU211
Real Estate Appraisal: New Career	Levitan, Les	OptA	N	1	9/29	Wed	7:00 PM	10:00 PM		Socs203
Real Estate Appraisal: New Career	Levitan, Les	OptA	N	1	11/16	Tues	7:00 PM	10:00 PM		Socs108
Intermed Yoga	Market, Simone	OptA	N	8	1/8	Sat	9:00 AM	10:15 AM	thru 2/26	PE2
Intermed Yoga	Market, Simone	OptA	N	10	9/25	Sat	9:00 AM	10:15 AM	thru 12/11 nc 11/13, 27	PE2
Secrets to Starting Voice Over Business	Meza, Aaron	OptA	N	1	11/18	Thur	6:30 PM	9:30 PM		Mu202

Fabulous Locations to Invest...	Montwill, Gail	OptA	N	1	9/11	Sat	9:00 AM	5:30 PM		Socs106
BioMedSci2: Patho, Disease	Moore, Jo	\$50/hr	E	8	10/12	T,Th	6:30 PM	9:30 PM	thru 11/4	Socs112
CCA Exam	Moore, Jo	\$50/hr	E	1	1/23	Sun	9:00 AM	4:00 PM		GatesClg
HC Data Content	Moore, Jo	\$50/hr	E	2	12/5	Sun	9:00 AM	4:00 PM	12/12	Socs105
HC Delivery Systems	Moore, Jo	\$50/hr	E	4	11/9	T,Th	6:30 PM	9:30 PM	thru 11/18	Socs112
Information Night	Moore, Jo	\$50/hr	E	1	9/16	Thur	6:30 PM	8:30 PM		Socs111
Medical Billing & Reimbursement	Moore, Jo	\$50/hr	E	4	9/26	Sun	9:00 AM	4:00 PM	thru 10/17	Socs105
Medical Info Technology	Moore, Jo	\$50/hr	E	4	10/31	Sun	9:00 AM	4:00 PM	thru 11/21	C204
Medical Office Procedures	Moore, Jo	\$50/hr	E	2	12/7	T,Th	6:30 PM	9:30 PM	12/9	Socs112
Medical Terminology	Moore, Jo	\$50/hr	E	6	9/21	T,Th	6:30 PM	9:30 PM	thru 10/7	Socs112
HT Become Mystery Shopper	Moran, Elaine	OptA	N	1	10/2	Sat	10:30 AM	4:00 PM		Socs110
Belly Dancing	Nakano, Jeane	40%	N	7	9/25	Sat	10:30 AM	12:00 PM	thru 11/6	PE230
Chi Gong	Nakano, Jeane	40%	N	5	10/9	Sat	12:15 PM	1:30 AM	thru 11/6	PE230
Become Cert. Loan Sign Agent	Notary Public Seminars	OptA	N	1	11/6	Sat	9:00 AM	4:00 PM		Socs108
Become Notary Public	Notary Public Seminars	OptA	N	3	9/28	T,Th	6:30 PM	9:30 PM	9/30. Exam 10/2 9-11	EastDining
Become Notary Public	Notary Public Seminars	OptA	N	3	10/25	M,W	6:30 PM	9:30 PM	10/27. Exam 10/30 9-11	EastDining
Down & Dirty Anger Management	Payne, Clandis	Opt. A	N	1	10/11	Mon	6:30 PM	9:30 PM		Socs206
Hormone Replacement Therapy	Plourde, Elizabeth	OptA	N	1	10/12	Tues	6:30 PM	9:30 PM		Musi202
Mgr's Guide to Human Behavior	Rose, Shelley	\$40/hr +\$5stu	N	5	10/12	Tues	6:30 PM	9:30 PM	thru 11/9	Artb317
Project Mgmt for the Clueless	Rounds, Mike	OptA	N	1	9/21	Tues	6:30 PM	9:30 PM		MU202
Stock Market Investment Game	Schuchard, Ken	OptA	N	4	10/6	Wed	6:30 PM	8:30 PM	thru 10/27	PE27
Profiting w/Fixer Uppers	Scott, Steve	OptA	N	1	11/7	Sun	9:00 AM	5:30 PM		Bus2
Woodturning Guild	Selph, Jack	50%	N	11	10/3	Sun	1:00 PM	4:00 PM	1st Sun each month	ConstTech
Conv. Sp, Beg 1	Shimko, Celina	Opt A	N	6	9/21	T,Th	7:00 PM	9:00 PM	thru 10/7	PE204
Conv. Sp, Beg 2	Shimko, Celina	Opt A	N	6	10/12	T,Th	7:00 PM	9:00 PM	thru 10/28	PE204
Conv. Sp, Intern 1	Shimko, Celina	Opt A	N	6	11/2	T,Th	7:00 PM	9:00 PM	thru 11/18	PE204
Beginning Tai Chi	Shozuya, Nadine	50%	N	6	9/19	Sun	9:00 AM	10:00 AM	thru 10/24	ShozuyaKun gFu
Pine Needle Basketry	Spier, Nadine	\$200/day	N	1	9/26	Sun	10:00 AM	3:00 PM		Artb215
Quick & Easy Fabric Baskets	Spier, Nadine	\$200/day	N	1	10/2	Sat	10:00 AM	3:00 PM		Artb215
C-BEST Prep & Review	Steiman, Henry	OptA	N	3	10/16	Sat	9:00 AM	4:00 PM	thru 10/30	Socs105
C-BEST-Math Only	Steiman, Henry	OptA	N	1	10/30	Sat	9:00 AM	4:00 PM		Socs105

Quick Grammar	Stoudenmire, Jessica	OptA	E	2	10/12	Tues	6:30 PM	9:30 PM	thru 10/19	Socs204
Intro to Photoshop 7	Way Jr., Ron	Opt A (not less than \$20/hr)	N	2	10/9	Sat	10:00 AM	4:00 PM	10/16	Tech251
Become a Certified Tax Preparer	WHA Companies	50%	N	6	10/2	Sat	8:00 AM	12:00 PM	thru 11/6	Bus5
Become a Certified Tax Preparer	WHA Companies	50%	N	6	11/13	Sat	8:00 AM	12:00 PM	thru 12/18	Socs105
Everything Cats	White, Julie	OptA	N	1	10/16	Sat	10:00 AM	1:00 PM		Socs206
Cosmetology Instr Preparation	Winfree, Merriel	\$25/hr	E	4	9/28	Tues	6:30 PM	9:30 PM	thru 11/2	Comm302

E= Employee

N=Non-Employee

1. Rachel Abbatiello—Interpreter V, \$25.75 per hour, Sunday through Saturday (varies), 7:00am to 10:00pm (varies), effective August 30, 2004 through June 30, 2005, Health Sciences & Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations. Funded by Special Resource Center and DSPS funds.
2. Afifa Alawi – Supplemental Instruction Coach, \$8.50 per hour, Monday through Friday, 12 hours per week, effective August 28, 2004 through June 30, 2005, Resource Development, Student and Community Advancement Area, to facilitate Supplemental Instruction sessions. Funded by Title V First Year Experience funds.
3. Vicki Alvarado—Professional II, \$37.00 per hour, Tuesday through Friday (varies), 7:30am to 4:30pm (varies), effective August 17, 2004 through December 30, 2004, Fine Arts, Academic Affairs Area, to design and install the Access database for the Fine Arts division. District funded.
1. Marian T. Cruz—Program Assistant I, ~~\$8.00~~, \$9.00, per hour, Monday through Friday, hours varies as needed, effective July 1, 2004 through June 30, 2005, Bookstore, Administrative Services Area, to provide customer assistance and assist with stocking. Funded by Bookstore funds. (Previously Board approved June 21, 2004).
5. Patricia de la Cuesta – Paraprofessional, \$17.00 per hour, Monday through Saturday (varies), one to two hours per day, effective June 4-30, 2004 and July 1, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to serve as Business Manager for the Children’s Choir, Music 58. Funded by the South Bay Children’s Choir.
6. Renee F. Dorn – Paraprofessional I, \$20 per hour, Monday through Friday, 7:45am through 4:30pm, effective August 1, 2004 through March 31, 2005, Vice President-Student & Community Advancement Area Office, Student and Community Advancement Area, to assist in the daily support of operational activities in the Office of the Vice President-Student & Community Advancement. District funded.
7. Mia Evaimalo – Paraprofessional, \$10 per hour, Saturday, 8:00am to 3:00pm, effective September 4, 2004 through June 30, 2005, Fine Arts Division, Academic Affairs Area, to provide assistance with the Children’s Choir. Funded by the South Bay Children’s Choir.
8. Jason Fournier—Teacher Assistant IV, \$11.50 per hour, Thursday, 7:00pm to 11:00pm, effective August 30, 2004 through June 30, 2005, Natural Sciences Division, Academic Affairs Area, to assist instructor with evening labs and other technical duties as assigned and assists students with their operation. District funded.

9. James Lund—Professional II, \$37.00 per hour, On-call as needed, days and hours to will vary, effective July 1, 2004 through June 30, 2005, Natural Sciences Division, Academic Affairs Area, to perform routine maintenance on planetarium and observatory equipment and makes necessary repairs as needed. District funded
10. Donald Quok—Teacher Assistant II, \$7.00 per hour, Saturday, 8:00am to 1:00pm, effective August 30, 2004 through June 30, 2005, Natural Sciences Division, Academic Affairs Area, to assist students during lab - clean up etc. District funded.
11. Orlando Saldana—Police Cadet I, \$8.00 per hour, Monday through Wednesday, 8:00am to 12:00pm, effective August 17, 2004 through June 30, 2005, Campus Police, Administrative Services Area, to work as a police cadet. District funded.
12. Steven Schrier—Teacher Assistant III, \$7.50 per hour, Monday through Thursday (varies), 7:00pm to 11:00pm (varies), effective August 30, 2004 through June 30, 2005, Natural Sciences Division, Academic Affairs Area, to assist instructor with evening labs and assists students with operation. District funded.
13. Arkadiy Sheynshteyn—Tutor I, \$7.50 per hour, Tuesday through Thursday, 6 hours per week, effective August 30, 2004 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the LRC, funded by District and VATEA funds.
14. Arkadiy Sheynshteyn—Tutor VII, \$18.50 per hour, Tuesday through Saturday (varies), 10am to 8pm (varies), effective August 30, 2004 through June 30, 2005, Mathematical Sciences, Academic Affairs Area, to provide tutoring services to advanced Math class students in the Math Study Center. District funded.
2. Beth Shibata—~~Paraprofessional (Classroom Tutor)~~ Tutor V, ~~\$13.00~~, \$13.50 per hour, Monday through Thursday, hours varies, effective June 22, 2004 to June 30, 2004, and July 1, 2004 through ~~June 30, 2005~~, August 5, 2004, Humanities Division, Academic Affairs Area, serve as tutor to guide students in responding to their paragraph and essay assignments and other tutoring assignments as necessary. District funded. (Previously Board approved June 21, 2004)
16. Abigail Tatlioglu—Supplemental Instruction Coach/Paraprofessional, 10.00 per hour, Monday through Friday (varies), hours varies, effective August 19, 2004 through June 30, 2005, Resource Development, Student and Community Advancement Area, to facilitate supplemental instruction sessions and serve as a model student to conduct weekly study sessions to help students. Funded by Title V – First Year Experience Program.



- 17. Tyler Wade—Teacher Assistant IV/Emergency Medical Technology, \$11.50 per hour, Monday, Wednesday, and Thursday, 9:00am to 10:00pm (varies), effective July 20, 2004 through June 30, 2005, Industry & Technology, Academic Affairs Area, to assist instructor with teaching/testing in the Emergency Medical Technician program laboratory classes. District funded
  
- 18. Isaac Yang—Professional II/Public Safety Trainer, \$32.00 per hour, Sunday through Saturday (varies), 8:00am to 5:00pm, and 5:30pm to 10:00pm (varies), effective August 17, 2004 through June 30, 2005, Industry & Technology, Academic Affairs Area, to provide training, expertise, leadership and professional services in the Fire Academy program. District funded.
  
- 19. The following individuals to work as Interpreter II, \$19.25 per hour, Sunday through Saturday (varies), 7:00 am to 10:00pm (varies), effective August 1, 2004 through June 30, 2005, Health Sciences & Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations. Funded by Special Resource Center and DSPS.

Billie M. Puyear                      Darlene Stevenson-Cole

- 20. The following individuals to work as Library Media Aide III, \$7.75 per hour, Monday through Thursday, 8:00am to 4:00pm, effective August 30, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to work as a computer technician in the writing center and the computer lab. District funded.

Afifa Alawi                      Phil Cable

- 21. The following individuals to work as Registration Cashier Clerk I, \$8.50 per hour, Monday through Friday (varies), 7:45am to 8:00pm (varies), effective August 1, 2004 through June 30, 2005, Accounting/Fiscal Services, Administrative Services Area, to process student payments and refunds, work customer service windows, mail receipts, permits and printouts to students and filing. District funded.

Randall T. Aoto                      Terri L. Beverly-Hughes      Stephanie Ghayouri  
 Rachel L. Lelea                      Shanda L. Weston

22. The following individuals to work as Teacher Assistant II, \$7.00 per hour, Monday through Thursday (varies), 7:00pm to 11:00pm (varies), effective August 30, 2004 through June 30, 2005, Natural Sciences Division, Academic Affairs Area, to assist instructor with evening labs and other technical duties as assigned. District funded.

Joseph Haberman                      Matthew Steele

23. The following individuals to work as Classroom Tutor (Paraprofessional), \$13.00 per hour, Monday through Thursday (varies), 9:00am to 9:00pm (varies), effective August 30, 2004 through June 30, 2005, Humanities, Academic Affairs Area, under direction of classroom instructor, assists students with writing assignments. District funded.

Sean Patrick	Kim Runkle	William Sambolich
Michael Schwartz	Katie Traeger	Susan Wade
Leah Weed		

24. The following individuals to work as Writing Center Tutor (Paraprofessional), \$15.00 per hour, Monday through Thursday (varies), 9:00am to 9:00pm (varies), effective August 30, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to assist students in the writing center and computer lab in all phases of writing. District funded.

Garner Eastham	Sean Patrick	Kim Runkle
Michael Schwartz	Beth Shibata	Katie Traeger
Susan Wade	Mark Walch	Leah Weed

25. Elizabeth Bermundez – Program Assistant II, \$9.00 per hour, Monday through Thursday, 8:00am to 1:00pm, and Monday and Wednesday, 3:00pm to 8:00pm, effective August 30, 2004 through December 17, 2004, Natural Sciences, Academic Affairs Area. Program Assistant will help to coordinate and organize activities, student files, assist in the promotion and overall function of the program. Funded by MESA funds.

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

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**A. NOTICE OF PUBLIC HEARING – 2004 - 2005 BUDGET**

It is recommended that the Board of Trustees approve a public hearing to be held at the El Camino Community College District Board Room, Administration Building, on September 13, 2004, at 4:00 p.m.

The proposed budget will be on file and available for public inspection at the El Camino Community College District Administration Building, in the Office of the Vice President of Administrative Services, from September 3, 2004, through September 13, 2004, during regular business hours.

Additionally, on September 13, 2004, at the Board Meeting for the El Camino Community College District, the Board of Trustees will act to adopt a budget for 2004–2005 for the General Funds-Unrestricted and Restricted, Special Reserve Fund, Student Financial Aid Fund, Workers’ Compensation Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Bookstore Fund, Associated Students Funds, and Auxiliary Services Fund.

**B. ESTABLISH SPECIAL RESERVE FUND 17 FOR RETIREE HEALTH PREMIUMS**

It is recommended that the Board, in order to more effectively and efficiently manage District resources, approve the establishment of Special Reserve Fund 17 for retiree health premiums. Government Accounting Standards Board (GASB) accounting standards require all districts to fund the cost of retiree health benefits. Special Reserve Fund 17 will be used to accumulate money from the General Fund-Unrestricted for general operating purposes, including post-employment benefits. The initial transfer to this fund will be the accumulated deposit from the retiree benefit JPA to give El Camino College more control of the funds at a reduced cost.

**C. JOINT POWERS AUTHORITY**

It is recommended that the Board approve a continuation of the resolution approved October 20, 2003, to participate in a Joint Powers Authority (JPA) to assign delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for the fiscal years 2004-05 through 2006-07. The initial estimate is that El Camino College would receive approximately \$30,000 for the current fiscal year.

**D. CONTRACTS/PERSONAL SERVICE AGREEMENTS VALUED AT \$50,000 OR HIGHER**

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

**Parker & Covert, LLP**, - Provide legal representation/specific legal services as required by the District. Date 07/01/04 – 06/30/05. Cost \$200,000.00; account 11-55713-679900-8102

**E. INFORMATION – CIVIC CENTER LEASE**

Paramount Pictures has requested the use of Murdock Stadium for filming their next upcoming project, “The Longest Yard”, a remake of the 1974 classic movie. On July 1, 2004, representatives of both Paramount Pictures and the District are entering a contract that will allow the District to receive a total fee of \$500,000 for filming at El Camino College. Filming will cover approximately 23 days. The inclusive dates for this project are scheduled to occur August 23, 2004, through October 6, 2004

**F. CONTRACT AMENDMENT**

**Toft Wolff Farrow, Inc.**

It is recommended that the Board of Trustees approve an extension of this contract from 1/31/2004 to 12/31/2004 (originally Board approved February 18, 2003). All other contract details remain the same. Contractor to provide engineering services related to campus programming and project implementation.

**G. RESOLUTION – CHILD DEVELOPMENT CENTER**

It is recommended that the Board of Trustees approve the resolution authorizing the named individuals to enter into agreement, initiate and sign various documents from the California State Department of Education, on behalf of the District, for the purpose of providing state-funded child care and development services for the Fiscal Year 2004-2005.

Page 3 left blank intentionally Resolution – Child Development Center not available electronically.

**August 16, 2004**

**Administrative Services – 3**

## H. PUBLIC WORKS PROJECT SCIENCE COMPLEX – CHANGE ORDERS

It is recommended that the contracts of the prime trade contractors listed below be adjusted by the amounts indicated due to the requested change orders.

Angeles Contractors	\$ 1,526.00
John Jory	\$ 5,995.00
Advantage Painting	\$ 1,689.00
MNZ Janitorial	\$ 780.00
ISEC	\$ 3,042.00
Dynalectric	\$ 30,739.00
Dow Diversified	\$ 1,910.00
DK mechanical	\$ 36,263.00

### Original Scope Adjustments

1. Repair and replace damaged underground domestic water line (220 linear feet) (This need was anticipated in bond project 0509) \$35,216
2. Deductive change order – delete two de-humidifiers in walk-in cold rooms. (\$1,105)

### Owner Requested Changes

3. Change 16 projection screens from 12' to 8' width; users requested smaller screens \$3,077
4. Change power supply in Physics student benches from 0-30 volts, to 0-100 volts; original specifications do not meet current curriculum need. \$25,312
5. Change location of pulley track system (used for experiments); original location specification is unsatisfactory. \$1,333

Reimbursement of the cost of the following change orders will be requested from the Architect and /or Construction Manager record, as the items were omitted or incorrectly specified in the construction drawings.

6. Change Lab paper towel dispensers type from original specifications; originally specified dispensers protruded too far into aisle. \$2,365
7. Reconfigure toilet room to meet ADA requirements; original specifications did not comply to ADA requirements. \$7,723
8. Relocation and addition of Exit signs in Chemistry north to meet fire code requirements \$914
9. Addition of 2 – 2” conduits to house additional cable to support Biology building telephone connections; original specifications call out too few cables to support entire Biology building. \$5,427
10. Install cut-outs in Audio/Visual cabinet shelves to provide adequate ventilation for equipment; original specifications had no provisions for this. \$1,682

# I. PURCHASE ORDERS

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

Run Date  
8/7/2004

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

Meeting Date: 8-16-2004

*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.
P0070155	Ultramax Ammunition	Parking-Student Perm	Non-Instructional Supplies	\$672.00
P0070156	South Bay Training Committee SBPT	Parking-Student Perm	In-Service Training	\$80.00
P0070157	Mass Press	Human Resources	Non-Instructional Supplies	\$103.92
P0070158	Xpedx	Human Resources	Non-Instructional Supplies	\$1,308.74
P0070160	Konica Minolta Business Solutions	Automotive Technology	Maintenance Contracts	\$322.00
P0070161	Unicon, Inc.	Information Tech.	Maintenance Contracts	\$7,550.04
P0070162	Datavault	Information Tech.	Maintenance Contracts	\$2,952.00
P0070163	CPA California Placement Associat	CalWORKs	Non-Instructional Supplies	\$100.00
P0070164	AHEAD Membership Renewal	DSPS	Dues And Memberships	\$150.00
P0070165	Caped Convention, 2003	DSPS	Dues And Memberships	\$260.00
P0070166	Recording for the Blind and Dysle	DSPS	Dues And Memberships	\$500.00
P0070167	Registry of Interpreters for the	Special Resource Cen	Fundraising	\$250.00
P0070168	Southern California Rid	DSPS	Dues And Memberships	\$31.25
P0070169	LRP Publications	DSPS	Publications Periodicals	\$220.00
P0070170	Panaram International Trading Com	Health Sciences	Non-Instructional Supplies	\$1,263.55
P0070171	Gunther Athletic Service	Physical Education	Instructional Supplies	\$1,668.63
P0070172	R & R Socks Plus	Health Sciences	Non-Instructional Supplies	\$934.44
P0070173	California Pro Sports	Health Sciences	Fundraising	\$1,258.14
P0070174	California Pro Sports	Health Sciences	Non-Instructional Supplies	\$1,578.54
P0070175	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$3,314.62
P0070176	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$832.43
P0070177	Wilson Racquet Sports	Physical Education	Instructional Supplies	\$1,790.97
P0070178	Mass Press	CalWORKs	Non-Instructional Supplies	\$173.20
P0070179	Fancy Floors	Title V-Activity 1	Buildings	\$1,107.67
P0070180	Technology Resource Center	Information Tech.	Computer Software Account	\$2,657.76
P0070181	Pacific Coachways	El Camino Language	Student Transportation	\$268.00
P0070182	Offside Sports Attn: David Cassor	Resp Therapy	Non-Instructional Supplies	\$1,104.16
P0070183	Johnson Company	Health, Safety	Non-Instructional Supplies	\$1,207.19
P0070184	A-1 Office Plus Att: Rosa	Health, Safety	New Equipment – Noninstruc.	\$1,159.36
P0070185	A-1 Office Plus Att: Rosa	Health, Safety	New Equipment – Noninstruc.	\$523.98
P0070188	Logisoft Logisoft	SBDC COCCC	Software	\$639.61

August 16, 2004

Administrative Services – 5



P0070189	Palo Alto Software	SBDC COCCC	Software	\$247.11
P0070190	Elizabeth M. Shadish	P4E 00-01 TECHN. PLA	Instructional Supplies	\$148.51
P0070191	California Space Authority	CACT COCCC	Dues And Memberships	\$500.00
P0070192	Roc Software Systems, Inc.	Information Tech.	Maintenance Contracts	\$1,400.00
P0070193	Joseph M. Georges	Ca Virtual Uni. 2nd	Software	\$45.00
P0070194	Video Tape Products	Division Office Huma	Instructional Supplies	\$410.53
P0070195	McKesson Medical	Physical Education	Repairs Parts And Supplies	\$53.55
P0070196	Monica White	Ca Virtual Uni. 2nd	Contract Services	\$300.00
P0070197	Institute of International Educat	International Student	Conferences Mgmt	\$60.00
P0070198	Vocational Biographies Inc.	Career Center	Other Books	\$106.43
P0070199	Shredder Specialties	Admissions/Records	Postage	\$323.15
P0070200	Maximus	Warehouse	Inventories, Stores, Prep	\$135.31
P0070201	American Express Travel	Presidents Office	Conferences Mgmt	\$288.80
P0070204	Kemtech America Inc.	Chemistry	Instructional Supplies	\$421.40
P0070206	Inspection Technologies	Automotive Technology	Repairs Parts And Supplies	\$125.08
P0070207	Memorial Hospital of Gardena	Health, Safety	HOSPITAL & MEDICAL PAYMEN	\$101.64
P0070209	A-1 Office Plus Att: Rosa	Health, Safety	New Equipment – Noninstruc.	\$2,357.90
P0070210	Aqua-Serv Engineers Inc.	HVAC Shop	Non-Instructional Supplies	\$3,666.97
P0070211	South Coast Air Quality Managemen	Facilities/Planning	Repairs Noninstructional	\$232.08
P0070212	South Coast Air Quality Managemen	Facilities/Planning	Repairs Noninstructional	\$3,449.93
P0070213	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$368.06
P0070214	Xpedx	Copy Center	Non-Instructional Supplies	\$1,290.13
P0070215	Commission on Accreditation of Al	Resp Therapy	Dues And Memberships	\$300.00
P0070216	Sitler's Suppliers, Inc.	Ctr for Arts Product	Non-Instructional Supplies	\$1,201.40
P0070217	Daily Breeze, the	Community Advancement	Multi Media Advertising	\$445.57
P0070218	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$1,125.00
P0070219	Ancon Marine	Facilities/Planning	Repairs Noninstructional	\$491.00
P0070220	Sim K. Yoe	Earth Sciences	Instructional Supplies	\$269.54
P0070221	A-1 Office Plus Att: Rosa	Special Resource Cen	Fundraising	\$671.13
P0070223	Smardan Supply Company	Facilities/Planning	Repairs Noninstructional	\$2,071.13
P0070224	Mid City Mailing Services	SBA 1/1/04 to 12/31/	Postage	\$310.00
P0070225	Quality Business Machines	Community Advancement	Repairs Noninstructional	\$352.69
P0070226	Rounds, Miller and Associates	SBDC Program Income	Contract Serv Temp Agenci	\$150.00
P0070227	Certiport Corporation	Office Administratio	Software	\$727.44
P0070228	Pasadena City College	Univ- Silesia,Ciesz	Travel And Conference Exp	\$69.00
P0070229	Tomark Sports, Inc.	Health Sciences	Fundraising	\$1,929.93
P0070230	American Industrial Supply, Inc.	Paint Shop	Non-Instructional Supplies	\$344.65
P0070231	American Industrial Supply, Inc.	Plumbing Shop	Non-Instructional Supplies	\$1,022.97
P0070232	Tru West Inc	Health Sciences	Non-Instructional Supplies	\$1,870.40
P0070233	Tru West Inc	Health Sciences	Fundraising	\$654.50
P0070235	Infinite Concepts	SBDC - Gardena/Long	Multi Media Advertising	\$1,800.00
P0070236	Gym Equipment Maintenance	V.P. Academic Affairs	Repairs - Instructional	\$770.00
P0070237	Chronicle of Higher Education	Presidents Office	Publications/ Periodicals	\$82.50
P0070238	Community College League of Calif	Presidents Office	Dues And Memberships	\$8,829.00

P0070239	Los Angeles County Office of Educ	Presidents Office	Dues And Memberships	\$100.00
P0070240	Mass Press	Presidents Office	Non-Instructional Supplies	\$34.64
P0070241	Unisource Corp.	Warehouse	Inventories, Stores, Prep	\$1,478.92
P0070242	C & S Sales	Ca Virtual Uni. 2nd	Non-Instructional Supplies	\$946.25
P0070243	Full Compass	Ctr for Arts Product	Non-Instructional Supplies	\$684.65
P0070244	Full Compass	Ctr for Arts Product	Non-Instructional Supplies	\$542.00
P0070247	Digitron Electronics, Inc.	Ctr for Arts Product	Repairs Parts And Supplies	\$40.00
P0070248	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Noninstructional	\$2,918.15
P0070249	South Bay Ford	Parking-Student Perm	Repairs Noninstructional	\$118.06
P0070250	New York Food	CACT COCCC	Non-Instructional Supplies	\$147.76
P0070251	Six Flags Magic Mountain	EOP&S Maint of Effor	Non-Instructional Supplies	\$418.00
P0070252	Museum of Tolerance	EOP&S Maint of Effor	Non-Instructional Supplies	\$122.00
P0070253	Konica Minolta Business Solutions	Human Resources	Copiers	\$51.14
P0070254	American Industrial Supply, Inc.	Carpenter Shop	Non-Instructional Supplies	\$320.84
P0070255	Rotary Club of Hawthorne	Presidents Office	Dues And Memberships	\$415.00
P0070256	A-1 Office Plus Att: Rosa	Community Advancement	New Equipment – Noninstruc.	\$3,056.79
P0070257	Mass Press	SBDC Program Income	Non-Instructional Supplies	\$64.95
P0070258	John Wiley Publishers	Resource Developm./G	Other Books	\$35.44
P0070259	Mass Press	SBDC Program Income	Non-Instructional Supplies	\$64.95
P0070261	Csu Trustees	Ca Virtual Uni. 2nd	Non-Instructional Supplies	\$1,500.00
P0070262	Medco Sports Medicine	Wellness Center	Instructional Supplies	\$218.45
P0070264	West Group	Health, Safety	Publications Periodicals	\$396.00
P0070265	Clement Communications	Health, Safety	Publications Periodicals	\$259.37
P0070266	Samantha C. Smith	Purchasing and Busin	Liability - Self Insurance	\$42.22
P0070267	Nasfaa	Financial Aid	Dues And Memberships	\$564.00
P0070268	Elenco Electronics, Inc.	WPLRC Skills Enhance	Other Books	\$288.27
P0070269	Spectrum Aquatics	Physical Education	Instructional Supplies	\$174.70
P0070270	Biddle Consulting Group	Human Resources	Other Services And Expense	\$849.00
P0070271	H.L. Corporation	Physical Education	Instructional Supplies	\$688.81
P0070272	Body Trend	Wellness Center	Instructional Supplies	\$27.60
P0070273	Manhattan Beach Chamber of Commer	Public Information	Conferences Mgmt	\$40.00
P0070274	MCHS Girls Volleyball Booster	Public Information	Multi Media Advertising	\$500.00
P0070275	R.U.H.S. Girls Basketball	Public Information	Multi Media Advertising	\$750.00
P0070276	Van Lingen Body Shop	Parking-Student Perm	Other Services And Expense	\$24.50
P0070277	Discover	Earth Sciences	Publications Periodicals	\$24.96
P0070278	Ann M. Garten	Public Information	Conferences Mgmt	\$120.00
P0070279	Pump Man	Facilities/Planning	Repairs Noninstructional	\$14,606.00
P0070280	Goodyear Harmon & Son Tire Center	Facilities/Planning	Repairs Noninstructional	\$218.96
P0070281	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$352.00
P0070282	Cambridge University Press	El Camino Language	Other Books	\$52.89
P0070283	IEF Education Foundation	El Camino Language	Multi Media Advertising	\$1,500.00
P0070286	El Camino Community College Distr	Purchasing and Busin	Liability - Self Insurance	\$46,728.21
P0070287	California Journal	Presidents Office	Publications/ Periodicals	\$43.00
P0070288	Ransom & Randolph	Art Department	Instructional Supplies	\$891.38

P0070289	Joanna M. Nacheff	P4E 00-01 TECHN. PLA	Instructional Supplies	\$267.76
P0070290	Thomas Paton & Assoc.	Information Tech.	Computer Software Account	\$43,409.30
P0070291	Back Stage West	Theatre/Dance	Non-Instructional Supplies	\$80.00
P0070292	Dance Magazine	Theatre/Dance	Non-Instructional Supplies	\$19.95
P0070293	Karin L. Jensen	Theatre/Dance	Non-Instructional Supplies	\$62.45
P0070295	Independent Foundry Supply/IFSCO	Art Department	Instructional Supplies	\$514.19
P0070296	Westwood Building Supplies	Art Department	Instructional Supplies	\$1,272.19
P0070297	McLogan Supply Co.	Art Department	Instructional Supplies	\$278.20
P0070298	Freestyle Photographic	Art Department	Instructional Supplies	\$56.37
P0070299	Rembrandt Graphic Arts	Art Department	Instructional Supplies	\$1,912.59
P0070300	Spot Up, Inc.	Health Sciences	Non-Instructional Supplies	\$1,735.25
P0070302	Woodworker West	Construction Tech.	Instructional Supplies	\$60.00
P0070303	L.A. Architect	Architectural Techno	Publications Periodicals	\$30.00
P0070304	Woodworker's Journal	Construction Tech.	Publications Periodicals	\$12.97
P0070305	American Machinist	Machine Tool Tech.	Publications Periodicals	\$135.00
P0070306	The News	Air Conditioning	Publications Periodicals	\$87.00
P0070307	Better Homes & Gardens	Construction Tech.	Publications Periodicals	\$56.00
P0070308	Konica Minolta Business Solutions	Family Consumer Stu	Maintenance Contracts	\$315.00
P0070309	Texon	Physical Education	Laundry	\$370.06
P0070310	Mayer Laboratories, Inc. Gateway	Physical Education	Laundry	\$145.56
P0070312	Mass Press	Mathematics	Instructional Supplies	\$34.64
P0070313	Mass Press	Mathematics	Instructional Supplies	\$34.64
P0070314	NAFSA: Association of Intl. Educ	International Student	Dues And Memberships	\$295.00
P0070315	NAFSA: Association of Intl. Educ	El Camino Language	Dues And Memberships	\$295.00
P0070316	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$28.85
P0070318	Burman	Art Department	Instructional Supplies	\$1,494.40
P0070323	California Community Colleges	Information Tech.	Contract Services	\$3,700.00
P0070325	Pitney Bowes Inc.	Title V CSUDH	Postage	\$122.32
P0070326	Postal Privilege	Title V CSUDH	Postage	\$90.45
P0070327	Christophre Gray Post Production	Public Information	Multi Media Advertising	\$2,029.03
P0070329	American Express Travel	Human Resources	Other Services And Expense	\$144.90
P0070330	California Community College Leag	Staff Development	Conferences Mgmt	\$695.00

**Total : 151 \$219,705.56**

B0068101	South Bay Heating &	Replace Business Bld	Repairs Noninstructional	\$162,000.00
B0070045	Daily Breeze, the	Public Information	Multi Media Advertising	\$35,000.00
B0070060	University of Southe	Ca Virtual Uni. 2nd	Contract Services	\$6,000.00
B0070061	Los Nettos Regional	Ca Virtual Uni. 2nd	Contract Services	\$2,850.00
B0070132	Hollywood Reporter	SBA 1/1/04 to 12/31/	Multi Media Advertising	\$250.00
B0077034	DeAnza College	Ca Virtual Uni. 2nd	Contract Services	\$1.00
B0077235	Carlos A. Conejo, Jr	Cact CA Employee Tra	PSA Contract Services	\$70,000.00
B0077236	Akhilesh Gulati	Cact CA Employee Tra	PSA Contract Services	\$80,000.00
B0077283	L.A. County Ems Agen	Paramedic Academy	Contract Services	\$500,000.00
B0077284	UCLA Center for Preh	Paramedic Academy	Contract Services	\$55,000.00
B0077285	South Bay Regional	Perishable Skills Tr	Contract Services	\$1.00

B0077286	Torrance Police Depa	Administrative Of Ju	Contract Services	\$10,000.00
B0077287	Torrance Fire Depart	Fire Academy/Emergency	Contract Services	\$50,000.00
B0077288	Redondo Beach Fire	Fire Academy/Emergency	Contract Services	\$28,000.00
B0077289	Manhattan Beach Fire	Fire Academy/Emergency	Contract Services	\$24,000.00
B0077290	City of Hermosa Beach	Fire Academy/Emergency	Contract Services	\$11,000.00
B0077291	City of El Segundo	Fire Academy/Emergency	Contract Services	\$24,000.00
B0077292	Culver City Fire Dep	Fire Academy/Emergency	Contract Services	\$27,000.00
B0077293	Beverly Hills Fire	Fire Academy/Emergency	Contract Services	\$35,000.00
B0077337	Legacee Corporate Se	Cact CA Employee Tra	Contract Services	\$45,000.00
B0077338	Qorval Integrated So	Cact CA Employee Tra	Contract Services	\$40,000.00
B0077339	Desimone Engineering	Cact CA Employee Tra	Contract Services	\$41,000.00
B0077376	Michelle L. Light	WPLRC Terminal Island	Contract Services	\$10,000.00
B0077377	Robert J. Grajeda	Cact CA Employee Tra	PSA Contract Services	\$31,200.00
B0077378	Amir Hashemi	Specialty Beverage	PSA Contract Services	\$20,000.00
B0077379	Ernest C. Jewell	Cact CA Employee Tra	PSA Contract Services	\$40,000.00
B0077380	Tony Soria	Cact CA Employee Tra	PSA Contract Services	\$40,000.00
B0077381	Maria V. Barrera	WPLRC PIC Aerospace	PSA Contract Services	\$15,000.00
B0077382	Ruby Ajdari Telephon	WPLRC PIC Aerospace	PSA Contract Services	\$40,000.00
B0077384	Denise M. Di Pasqual	Ed & Community Devel	PSA Contract Services	\$48,000.00
B0077386	Thomas Q. Cunningham	(STCW) Standards	PSA Contract Services	\$5,000.00
B0077387	Mary Cunningham	(STCW) Standards	PSA Contract Services	\$2,500.00
B0077394	ECCD Petty Cash	Human Resources	Non-Instructional Supplies	\$2,500.00
B0077395	Marshall Music	Music	Instructional Supplies	\$2,500.00
B0077396	Torrance Electronics	Music	Repairs Parts And Supplies	\$700.00
B0077397	Mcmaster-Carr Supply	Manufacturing Techno	Instructional Supplies	\$300.00
B0077398	ECCD Petty Cash	Administrative Of Ju	Instructional Supplies	\$200.00
B0077399	ECCD Petty Cash	Family Consumer Stu	Instructional Supplies	\$400.00
B0077400	Dieterich-Post Compa	Architectural Techno	Instructional Supplies	\$2,000.00
B0077401	Vecchiarelli Brother	Family Consumer Stud	Repairs - Instructional	\$2,000.00
B0077402	ECCD Petty Cash	Architectural Techno	Instructional Supplies	\$400.00
B0077403	Airgas	Welding	Instructional Supplies	\$3,000.00
B0077404	Action Sales & Metal	Welding	Instructional Supplies	\$2,000.00
B0077405	M & K Metal Co.	Welding	Instructional Supplies	\$1,200.00
B0077406	Metalco Steel Co.	Welding	Instructional Supplies	\$1,500.00
B0077407	Mcmaster-Carr Supply	Welding	Instructional Supplies	\$1,500.00
B0077408	Sims Welding Supply	Welding	Instructional Supplies	\$3,000.00
B0077409	American Torch Tip	Welding	Instructional Supplies	\$500.00
B0077410	Praxair	Welding	Instructional Supplies	\$3,000.00
B0077411	ECCD Petty Cash	Welding	Instructional Supplies	\$500.00
B0077412	Newark Electronics	Welding	Instructional Supplies	\$700.00
B0077413	Msc Industrial Suppl	Welding	Instructional Supplies	\$700.00
B0077414	Shamrock Supply Co.	Welding	Instructional Supplies	\$600.00
B0077415	Airgas	Welding	Other Instr Supplies	\$15,000.00

B0077416	Airgas	Welding	Repairs Parts And Supplies	\$600.00
B0077417	American Torch Tip	Welding	Repairs Parts And Supplies	\$400.00
B0077418	Capital Wholesale Li	Welding	Repairs Parts And Supplies	\$500.00
B0077419	Johnstone Supply	Welding	Repairs Parts And Supplies	\$500.00
B0077420	Mcmaster-Carr Supply	Welding	Repairs Parts And Supplies	\$300.00
B0077421	ECCD Petty Cash	CalWORKs	Non-Instructional Supplies	\$750.00
B0077422	Denmarc Productions	DSPS	Contract Services	\$48,599.00
B0077423	ECCD Petty Cash	DSPS	Instructional Supplies	\$200.00
B0077424	ECCD Petty Cash	SRC High Tech Donat	Instructional Supplies	\$400.00
B0077425	S & B Food Services	SRC High Tech Donat	Instructional Supplies	\$300.00
B0077426	Wheeler Sewing Machi	Family Consumer Stu	Instructional Supplies	\$500.00
B0077427	ECCD Petty Cash	Welding	Repairs Parts And Supplies	\$400.00
B0077428	Newark Electronics	Welding	Repairs Parts And Supplies	\$300.00
B0077429	Dieterich-Post Compa	Architectural Techno	Maintenance Contracts	\$700.00
B0077430	Somerton Student Ins	Health, Safety	Insurance	\$27,888.00
B0077431	Somerton Student Ins	Health, Safety	Insurance	\$45,695.00
B0077432	Esummits Inc.	Business & Int'l Ed.	Contract Services	\$20,000.00
B0077433	Xerox Corporation	Copy Center	Copiers	\$115,000.00
B0077434	Xerox Corporation	Copy Center	Copiers	\$40,000.00
B0077435	Gerardo De Los Rois	SBDC CITD	PSA Contract Services	\$10,000.00
B0077436	Xerox Corporation	Financial Aid	Maintenance Contracts	\$280.00
B0077437	ECCD Petty Cash	Financial Aid	Non-Instructional Supplies	\$500.00
B0077438	E.C.C.C.D. Bookstore	DSPS	Instructional Supplies	\$200.00
B0077439	Ca Botana	Cosmetology	Instructional Supplies	\$900.00
B0077440	Burmax	Cosmetology	Instructional Supplies	\$500.00
B0077441	National Promotions	SBA 1/1/04 to 12/31	Reproduction – Noninstruc.	\$5,500.00
B0077442	Experian	SBDC Program Income	Other Services And Expense	\$1,000.00
B0077443	E.C.C. Public Inform	SBA 1/1/04 to 12/31	Reproduction – Noninstruc.	\$4,000.00
B0077444	Dermal Institue	Cosmetology	Instructional Supplies	\$900.00
B0077445	DFM Hair Care System	Cosmetology	Instructional Supplies	\$700.00
B0077446	Essential Salon Serv	Cosmetology	Instructional Supplies	\$500.00
B0077447	Euro - California	Cosmetology	Instructional Supplies	\$900.00
B0077448	Gabel's Cosmetics	Cosmetology	Instructional Supplies	\$1,000.00
B0077449	Jazz-Z Beauty Produc	Cosmetology	Instructional Supplies	\$1,000.00
B0077450	Maly's	Cosmetology	Instructional Supplies	\$2,000.00
B0077451	Marianna Products We	Cosmetology	Instructional Supplies	\$1,000.00
B0077452	ECCD Petty Cash	Cosmetology	Instructional Supplies	\$500.00
B0077453	Sebastian Internatio	Cosmetology	Instructional Supplies	\$2,500.00
B0077454	Sweis Inc.	Cosmetology	Instructional Supplies	\$400.00
B0077455	Unisource	Cosmetology	Instructional Supplies	\$500.00
B0077456	Fry's Electronics	Machine Tool Technol	Instructional Supplies	\$400.00
B0077457	Industrial Pipe & St	Machine Tool Technol	Instructional Supplies	\$850.00
B0077458	J & L Industrial Sup	Machine Tool Technol	Instructional Supplies	\$2,000.00
B0077459	J & L Industrial Sup	Machine Tool Tech Fu	Instructional Supplies	\$400.00
B0077460	Mcmaster-Carr Supply	Machine Tool Technol	Instructional Supplies	\$1,850.00

B0077461	M & K Metal Co.	Machine Tool Technol	Instructional Supplies	\$500.00
B0077462	Msc Industrial Suppl	Machine Tool Technol	Instructional Supplies	\$1,500.00
B0077463	ECCD Petty Cash	Machine Tool Technol	Instructional Supplies	\$450.00
B0077464	Applied Industrial	Machine Tool Technol	Repairs Parts And Supplies	\$150.00
B0077465	Mcmaster-Carr Supply	Machine Tool Technol	Repairs Parts And Supplies	\$1,500.00
B0077466	ECCD Petty Cash	Machine Tool Technol	Repairs Parts And Supplies	\$250.00
B0077467	Marinelog	(STCW) Standards for	Reproduction – Noninstruc.	\$1,000.00
B0077469	Airgas	Resp Therapy	Other Instr Supplies	\$420.00
B0077470	Airgas	Wellness Center	Instructional Supplies	\$350.00
B0077471	Bank of America	Administrative Serv.	Non-Instructional Supplies	\$2,000.00
B0077472	S & B Food Services	Administrative Serv.	Non-Instructional Supplies	\$1,500.00
B0077473	ECCD Petty Cash	Administrative Serv.	Non-Instructional Supplies	\$150.00
B0077474	E.C.C.C.D. Bookstore	Administrative Serv.	Non-Instructional Supplies	\$150.00
B0077475	ECCD Petty Cash	Physical Education	Instructional Supplies	\$1,000.00
B0077476	ECCD Petty Cash	SBDC Program Income	Non-Instructional Supplies	\$2,500.00
B0077477	Maryann Beaman	Resource Developm./G	PSA Contract Services	\$4,000.00
B0077478	Robert J. Nowac	SBA 1/1/04 to 12/31	PSA Contract Services	\$21,000.00
B0077486	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$100.00
B0077489	ECCD Pty Csh	EOPS	Non-Instructional Supplies	\$1,750.00
B0077490	E.C.C. Public Inform	EOPS	Reproduction – Noninstruc.	\$3,000.00
B0077491	Southbay Complete Au	EOPS CARE	Transportation Repair Vou	\$15,000.00
B0077492	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food Vouch	\$8,000.00
B0077494	Konica Minolta Busin	Foster Care Ed 03-04	Copiers	\$386.00
B0077495	The Tharpe Company,	Student Affairs	Non-Instructional Supplies	\$18,000.00
B0077496	ECCD Petty Cash	El Camino Language	Non-Instructional Supplies	\$1,400.00
B0077497	S & B Food Services	El Camino Language	Non-Instructional Supplies	\$2,300.00
B0077498	ECC BOOKSTORE	El Camino Language	Other Books	\$400.00
B0077499	Hth Worldwide Insura	El Camino Language	Other	\$10,000.00
B0077500	Ets / Institutional	El Camino Language	Other Books	\$3,000.00
B0077501	Estwick & Associates	Foster Care Ed 03-04	Contract Services	\$38,616.00
B0077502	Juan Diaz	Ed & Community Devel	PSA Contract Services	\$2,300.00
B0077503	Ad Club	Human Resources	Multi Media Advertising	\$28,000.00
B0077504	SWACC	Purchasing and Busin	Excess Insurance	\$504,620.00
B0077506	ECCD Petty Cash	Fiscal Services	Non-Instructional Supplies	\$600.00
B0077507	E.C.C.C.D. Bookstore	Fiscal Services	Non-Instructional Supplies	\$100.00
B0077510	Liebert Cassidy Whit	Institutional Service	Legal	\$25,000.00
B0077511	C3 Business Solution	Cact CA Employee Tra	Contract Services	\$20,000.00
B0077512	Ecccd Center	Ctr for Arts Instr/A	Instructional Supplies	\$238,571.00
B0077513	Ecccd Center	Discovery Series	Contract Services	\$33,300.00
B0077514	Ecccd Center	Ctr for Arts Instr/A	Contract Services	\$250,000.00
B0077515	ECCD Petty Cash	V.P. Academic Affairs	Non-Instructional Supplies	\$400.00
B0077516	E.C.C. Public Inform	Careers in Child Car	Instructional Supplies	\$200.00
B0077517	S & B Food Services	Careers in Child Car	Conferences Faculty	\$500.00
B0077518	E.C.C.C.D. Bookstore	Careers in Child Car	Instructional Supplies	\$250.00

B0077519	Rodgers & McDonald	Humanities	Non-Instructional Supplies	\$10,000.00
B0077521	South Bay Wib	Inglewood One Stop	Building Rental	\$9,507.00
B0077523	South Bay Heating	Ed & Community Devel	Maintenance Contracts	\$6,725.00
B0077524	ADT Security Service	Ed & Community Devel	Other Services And Expense	\$500.00
B0077525	U.S. Merchant Marine	(STCW) Standards for	Contract Services	\$12,000.00
B0077526	Spinitar Presentatio	TTIP Tech Human Resc	Non-Instructional Supplies	\$1,000.00
B0077527	ECCD Petty Cash	Staff Development	Non-Instructional Supplies	\$500.00
B0077528	ECCD Petty Cash	Ctr for Arts Front o	Non-Instructional Supplies	\$450.00
B0077529	ECCD Petty Cash	Artes de El Camino	Non-Instructional Supplies	\$3,000.00
B0077530	ECCD Petty Cash	Ctr for Arts Ticket	Non-Instructional Supplies	\$200.00
B0077531	Torrance Electronics	Ctr for Arts Product	Non-Instructional Supplies	\$500.00
B0077532	ECCD Petty Cash	Ctr for Arts Product	Non-Instructional Supplies	\$500.00
B0077533	Mark Hullibarger	Ctr for Arts Product	Center For The Arts Tech.	\$5,000.00
B0077534	J.C. Entertainment	Ctr for Arts Product	Non-Instructional Supplies	\$1,000.00
B0077535	Angstrom Stage Light	Ctr for Arts Product	Non-Instructional Supplies	\$500.00
B0077536	Steve Tacon	Public Information	PSA Contract Services	\$30,000.00
B0077537	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$1,000.00
B0077538	Southern California	Purchasing and Busin	Excess Insurance Liabilit	\$1,079,444.00
B0077539	H & C Disposal	Ed & Community Devel	Waste Disposal	\$1,089.00
B0077540	ECCD Petty Cash	Information Tech.	Non-Instructional Supplies	\$200.00
B0077541	AMI Electrical & Tel	Telecommunications	Contract Services	\$1,000.00
B0077542	Bank of America	Information Tech.	Non-Instructional Supplies	\$3,900.00
B0077543	Bank of America	Telecommunications	Other Services And Expense	\$2,800.00
B0077544	Bank of America	Information Tech.	Transportation/ Mileage	\$8,000.00
B0077545	SVM, Ip	EOPS CARE	Transportation Repair Vou	\$7,000.00
B0077546	E.C.C.C.D. Bookstore	Information Tech.	Non-Instructional Supplies	\$500.00
B0077547	Geac Computers Inc	Information Tech.	Computer Software Account	\$11,275.38
B0077548	Department of Public	DPSS	Contract Services	\$1.00
B0077549	Marshall Electronics	Ctr for Arts Product	Non-Instructional Supplies	\$500.00
B0077550	Los Angeles County	Child Development Ce	Contract Services	\$1.00
B0077551	E.C.C. Public Inform	ATE-Articulation Par	Reproduction Instruction	\$400.00
B0077552	E.C.C. Public Inform	Student Affairs	ASB Exp.	\$500.00
B0077553	Six Flags Magic Moun	Student Affairs	ASB Exp.	\$8,200.00
B0077554	Anderson Saw Company	Construction Technol	Instructional Supplies	\$800.00
B0077555	Craft Supplies U.S.A	Construction Technol	Instructional Supplies	\$1,000.00
B0077556	Forest Plywood	Construction Technol	Instructional Supplies	\$800.00
B0077557	Jerry Glaser	Construction Technol	Instructional Supplies	\$500.00
B0077558	Louis & Company	Construction Technol	Instructional Supplies	\$500.00
B0077559	Rockler	Construction Technol	Instructional Supplies	\$500.00
B0077560	Strata Forest Produc	Construction Technol	Instructional Supplies	\$6,000.00
B0077561	Western Tool Supply	Construction Technol	Instructional Supplies	\$1,000.00
B0077562	Woodcraft	Construction Technol	Instructional Supplies	\$600.00
B0077563	ECCD Petty Cash	Construction Technol	Instructional Supplies	\$250.00
B0077564	Louis & Company	Construction Tech Fu	Instructional Supplies	\$1,000.00





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

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## INFORMATION

- A. **EQUIPMENT/TECHNOLOGY EXPENDITURES** – The following table reports the status of equipment purchase orders issued as of June 30, 2004, compared with the approvals reported at the August 18, 2003, meeting.

<b><u>Instructional Equipment</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance</u></b>
Behavioral & Social Science (0601)	61,038	22,984	38,054
Business (0602)	505,750	125,265	380,485
Fine Arts (0604)	379,300	186,118	193,182
Health Science & Athletics (0605)	178,553	178,948	(395)
Humanities (0606)	207,251	150,534	56,717
Industry & Technology (0607)	494,133	415,052	79,081
Learning Resources (0609)	490,484	99,269	391,215
Mathematical Sciences (0610)	242,547	153,337	89,210
Natural Sciences (0611)	545,757	581,433	(35,676)
Nursing (0612)	108,000	116,249	(8,249)
Total Instructional Equipment	3,212,813	2,029,189	1,183,624
<b><u>Technology</u></b>			
Information Technology Services (0608)	514,652	345,795	168,857
Total Technology	514,652	345,795	168,857
<b><u>Other Equipment</u></b>			
Admissions & Records (0613)	146,855	65,674	81,181
Counseling (0613)	3,109	640	2,469
CalWorks (0613)	3,150	5,050	(1,900)
EOP&S (0613)	2,825	1,489	1,336
Facilities Planning & Services (0603)	186,030	168,932	17,098
Health Center (0613)	18,700	9,420	9,280
Financial Aid (0613)	1,600	1,816	(216)
Assessment & Testing (0613)	850	1,617	(767)
Inglewood Center (0613)	5,500	0	5,500
Total Other Equipment	368,619	254,638	113,981
Grand Total	4,096,084	2,629,622	1,466,462

Listed on the following page are items to be purchased during the 2004-05 fiscal year.

August 16, 2004

Measure "E" Bond Fund 2

**B. PROJECT BUDGETS**

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

The following table reports expenditures through July, 2004.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS</b>			
	<b>REVISED BUDGET</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization (ACM)</u></b>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	9,136	1,519,864
Athletic Education and Fitness Complex (0203)	15,718,000	135,878	15,582,122
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	35,854	6,049,042
Business Building Replacement (0205)	10,926,189	70,972	10,855,217
Central Plant (0206)	10,858,000	63,847	10,794,153
Child Development Center Phase 2 (0207)	2,525,000	14,977	2,510,023
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	6,620	1,093,380
Fire Academy Structure (0209)	791,375	4,810	786,565
Fire Program Facility (0210)	123,000	890	122,110
Health Occupations and Wellness Center (0211)	12,072,551	70,970	12,001,581
Humanities Complex Replacement (0212)	23,120,064	197,364	22,922,700
Learning Resource Center Addition (0213)	7,100,000	41,808	7,058,192
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	49,528	8,366,704
Remodeling Phase Two (0216)	157,625	1,093	156,532
Remodeling Phase Three (0217)	8,715,875	51,284	8,664,591
Science Complex Renovation (0219)	6,721,738	2,899,357	3,822,381
Signage and Wayfinding (0224)	2,600,000	30,597	2,569,403
Student Services and Activities Replacement (0220)	31,448,118	134,774	31,313,344
Temporary Space and Relocation Costs (0221)	2,000,000	57,184	1,942,816
Vocational Education Complex (0222)	22,349,821	145,652	22,204,169
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
<b>Total Additional Classrooms and Modernization</b>	<b>193,083,184</b>	<b>4,728,462</b>	<b>188,354,722</b>
		-	
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>			
Asphalt Resurfacing - All Lots (0301)	400,000	12,770	387,230
Emergency Generators and Distribution (0302)	2,265,000	5,184	2,259,816
Emergency Power to Security Lighting (0303)	175,000	401	174,599

Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	2,296	397,704
Fencing Replacement and Additions (0305)	375,000	858	374,142
Landscaping and Irrigation System Replacements (0306)	2,540,000	5,814	2,534,186
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	5,585	2,434,415
Lot F Parking Structure Improvements (0309)	1,632,000	3,735	1,628,265
Lot H Parking Structure (0310)	8,348,666	19,306	8,329,360
Paving Replacement - All Walks and Driveways (0311)	2,187,000	5,005	2,181,995
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	186	81,414
Security Video (0313)	180,000	5,031	174,969
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	54,363	1,890,818
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b>24,727,231</b>	<b>120,532</b>	<b>24,606,699</b>
		-	
<b><u>Energy Efficiency Improvements (EEI)</u></b>		-	
Energy Efficiency Improvements Phase Two (0402)	2,818,000	-	2,818,000
Reserve for Contingencies (0499)	215,653	-	215,653
<b>Total Energy Efficiency Improvements</b>	<b>3,033,653</b>	<b>-</b>	<b>3,033,653</b>
		-	
<b><u>Health and Safety Improvements (HSI)</u></b>		-	
Administration (0501)	4,367,732	35,059	4,332,673
Art & Behavioral Sciences (0502)	12,247,136	99,472	12,147,664
Auxiliary Warehouse (0504)	105,042	657	104,385
Communications (0507)	6,623,354	54,663	6,568,691
Construction Technology (0508)	943,970	8,295	935,675
Domestic Water System (0509)	2,488,800	13,283	2,475,517
Facilities and Receiving (0510)	1,985,416	53,532	1,931,884
Fire Alarm (0511)	780,800	4,237	776,563
Firelines (0512)	1,837,503	9,834	1,827,669
Hazardous Materials Abatement (0513)	200,000	75,642	124,358
Library (0515)	7,876,509	125,020	7,751,489
Marsee Auditorium (0516)	6,670,843	54,915	6,615,928
Math & Computer Sciences (0517)	10,761,643	88,404	10,673,239
Music (0518)	8,896,846	75,198	8,821,648
Natural Gas System (0519)	488,000	2,386	485,614
North Gymnasium (0520)	3,248,993	229,574	3,019,419
Physical Education and Men's Shower (0521)	3,896,871	32,560	3,864,311
Planetarium (0522)	559,465	7,214	552,251
Pool and Health Center (0523)	8,273,592	67,567	8,206,025
Primary Electrical Distribution System (0524)	13,460,000	112,993	13,347,007
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	7,059	1,306,605
Sewer System (0527)	1,964,200	10,505	1,953,696
Social Sciences (0528)	7,415,520	59,828	7,355,692
Storm Drain System (0530)	1,083,909	5,842	1,078,067
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
<b>Total Health and Safety Improvements</b>	<b>117,283,489</b>	<b>2,690,091</b>	<b>114,593,398</b>
		-	
<b><u>Information Technology and Equipment (ITE)</u></b>		-	
Behavioral and Social Sciences (0601)	579,077	128,037	451,040
Business (0602)	1,123,650	76,657	1,046,993
Facilities Planning and Services (0603)	1,818,724	174,972	1,643,752
Fine Arts (0604)	2,805,096	142,178	2,662,918
Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	138,643	468,390

Industry and Technology (0607)	1,771,641	379,100	1,392,541
Information Technology (0608)	14,557,510	476,416	14,081,094
Learning Resources (0609)	4,665,775	55,931	4,609,844
Math (0610)	688,661	131,879	556,782
Natural Sciences (0611)	3,002,285	374,467	2,627,818
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	27,306	540,194
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,887,168	-	3,887,168
<b>Total Information Technology and Equipment</b>	<b>54,681,858</b>	<b>2,399,752</b>	<b>52,282,106</b>
		-	
<b><u>Physical Education Facilities Improvements (PEFI)</u></b>		-	
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
<b>Total Physical Education Facilities</b>	<b>1,707,049</b>	-	<b>1,707,049</b>
		-	
	<b>\$394,516,464</b>	<b>9,938,837</b>	<b>\$384,577,627</b>
Month End 07/04		-	

**C. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for October 13 at 3 p.m.

**II. APPROVAL**

**A. CONTRACT AMENDMENT**

**Toft Wolff Farrow, Inc.**

It is recommended that the Board of Trustees approve an extension of this contract (originally Board approved July 21, 2003), from ~~3/31/2004~~ to 12/31/2004. All other contract details remain the same. Contractor to provide engineering services related to campus programming and project implementation for specific tasks.

**III. RATIFICATION**

**A. PURCHASE ORDERS**

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

Run Date  
8/7/2004

**El Camino Community College District  
Measure "E" Purchase Order Listing  
Meeting Date: 8-16-2004**

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0079003	S & M Moving Systems	Science Complex Reno	Contract Services	\$608.91
P0079004	Barret Robinson Inc.	Science Complex Reno	Group I Equipment	\$12,661.00
<b>Total :</b>		<b>2</b>		<b>\$13,269.91</b>
B0077240	Hydrologue, Inc.	Humanities Complex	Testing & Inspection	\$4,855.00
B0077241	Hydrologue, Inc.	Primary Elect Distri	Testing & Inspection	\$3,776.00
B0079006	Tri Signal	Library	Buildings	\$12,940.00
B0079007	Schaffer Acoustics I	Master Planning	Professional Serv-Bon	\$8,400.00
B0079008	Purkiss Rose - Rsi	Master Planning	Professional Serv-Bon	\$25,200.00
B0079009	Degenkolb Engineers	Master Planning	Professional Serv-Bon	\$6,300.00
B0079010	Psomas	Master Planning	Professional Serv-Bon	\$10,000.00
B0079011	Scott Elevator Consu	Master Planning	Professional Serv-Bon	\$4,900.00
B0079012	Vantage Technology C	Master Planning	Professional Serv-Bon	\$20,000.00
B0079013	National Roofing Con	Master Planning	Professional Serv-Bon	\$3,075.00
B0079014	LPA Architects	Humanities Complex	Architecture & Engineering	\$1,570,163.00
B0079015	Aqua Science Enginee	Facilities and Recei	Testing & Inspection	\$4,952.00
<b>Total :</b>		<b>12</b>		<b>\$1,674,561.00</b>
<b>Total POs and BPOs : 14</b>		<b>TOTAL :</b>		<b>\$1,687,830.91</b>

**B. CHANGE ORDERS**

None

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

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	<u>Page No.</u>
A. Employment and Personnel Change.....	1-9
A. Classified Professional Growth.....	10
B. *Revised Police Officers Position Classification and Specifications.....	10, 11-17
C. Volunteers .....	10

\* Item C withdrawn and no substitutions were made.

## **A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-50 and 1-14.

Certificated Personnel:

1. Amend Employment – Ms. Jacquelyn M. Sims, full-time instructor of Mathematics, Class IV (instead of Class II), Step 4, effective August 26, 2004.
2. Amend Employment – Ms. Susan Bickford, full-time instructor of Mathematics, Class IV (instead of Class II), Step 4, effective August 26, 2004.
3. Amend Employment – Dr. Tanja Carter, full-time instructor of Economics, Class V (instead of Class II), Step 8, effective August 26, 2004.
4. Amend Employment – Ms. Margarita Gonzalez, full-time/temporary/non-tenured track EOP&S/CalWORKS Counselor, effective August 1, 2004 through June 30, 2005.
5. Change in Assignment – Dr. James Schwartz, Dean of Health Sciences and Athletics to Acting Vice President, Academic Affairs, effective August 16, 2004 through June 30, 2005.
6. Amend Leave of Absence – Ms. Barbara Jaffe, full-time instructor of English, effective August 27 through December 17, 2004 (instead of through June 17, 2005).
7. Leave of Absence – Mr. John Martinelli, full-time instructor of Accounting, effective August 26, 2004 through December 17, 2004.
8. Leave of Absence – Ms. Jessica Padilla, full-time instructor of Anatomy and Physiology, effective August 26 through December 17, 2004.
9. Leave of Absence – Ms. Darilyn Rowan, full-time instructor of Photography, effective August 26 through December 17, 2004.
10. Amend Special Assignment – Ms. Kristie DiGregorio, part-time instructor of Humanities, to work as Faculty Coordinator, to be paid \$37.57 an hour (instead of \$47.37 an hour) not to exceed 300 hours or \$12,000, effective July 1, 2004 through June 30 2005, in accordance with the Agreement, Article X, Section 9(m).
11. Special Assignment – Ms. Shanon Zusman, part-time instructor of Music, to teach three Joy of Music program sections, to be paid \$37.57 an hour, effective November 28, 2004 through June 10, 2005, in accordance with the Agreement, Article X, Section 9(m).



12. Special Assignment – Dr. Angela Simon, full-time instructor of Psychology, to oversee and coordinate the development and daily operation of the Honors Transfer Program, to be paid \$50.09 an hour, not to exceed \$2,100, effective June 21 through August 12, 2004, in accordance with the Agreement, Article X, Section 14(a).
13. Special Assignment – Mr. Joseph Georges, full-time instructor of Political science to oversee operation of California Virtual College as Director, to be paid \$50.09 an hour, not to exceed 400 hours or \$20,036, effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(a).
14. Special Assignment – Ms. Sharen Kokaska, part-time instructor of Educational Development, to conduct activities for Disabled Students Program & Services (DSPS) and student assessment of learning disabilities, to be paid \$37.57 an hour, not to exceed 25 hours or \$949.25, effective August 16, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
15. Special Assignment – Ms. Jennifer Montgomery, full-time instructor of Child Development, to oversee reporting and accountability of the Careers in Childcare Program, to be paid \$50.09 an hour, not to exceed 70 hours (10 hours per week), or \$3,510, effective July 1 through August 20, 2004, in accordance with the Agreement, Article X, Section 14(c).
16. Special Assignment – Ms. Toni Christopherson, full-time instructor of Nursing, to teach for-credit lecture portion of OB & PEDS as part of the Mt. Sac/Los Angeles County nursing contract, to be paid \$50.09 an hour, not to exceed 103.5 hours or \$5,185, effective August 30 through December 18, 2004, in accordance with the Agreement, Article X, Section 14(c).
17. Special Assignment – Ms. Claudia Striepe, full-time Librarian, to give presentation to at-risk nursing students attending seminars, to be paid \$150.27 per seminar, not to exceed \$301 to be paid through VTEA grant funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).
18. Special Assignment – Ms. Monica Gross, full-time instructor of Nursing, to give presentation to at-risk nursing students attending seminars, to be paid \$150.27 per seminar, not to exceed \$301 to be paid through VTEA grant funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).
19. Special Assignment – Ms. Joyce Wise, part-time instructor of Nursing, to give presentation to at-risk nursing students, to be paid \$150.27 per seminar, not to exceed \$602 to be paid through VTEA grant funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

20. Special Assignment – Ms. Kyung Moon, full-time instructor of Nursing, to give presentation to at-risk nursing students, to be paid \$147.15 per seminar, not to exceed \$295 to be paid through VTEA grant funds, effective June 1 through June 30, 2004, in accordance with the Agreement, Article X, Section 7(c).
21. Special Assignment – Ms. Kyung Moon, and Ms. Kathleen Stephens, full-time instructors of Nursing, to give presentation to at-risk nursing students, to be paid \$150.27 per seminar, not to exceed \$301 (each instructor) to be paid through VTEA grant funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 7(c).
22. Special Assignment – Ms. Nina Collins, part-time instructor of Nursing, to tutor at-risk nursing students, to be paid \$37.57 an hour as needed to be paid through VTEA funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
23. Special Assignment – Ms. Norene Gift, part-time Educational Specialist to present workshops for at-risk nursing students to be paid \$37.57 an hour, not to exceed \$1000, to be paid through VTEA funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
24. Special Assignment – Mr. Steven Jones, part-time CAN Instructor, to tutor at-risk nursing students to be paid \$37.57 an hour as needed to be paid through VTEA grant funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
25. Special Assignment – Ms. Margaret Kidwell-Udin, part-time instructor of Nursing to coordinate learning needs of at-risk nursing students to be paid \$50.09 an hour as needed to be paid through VTEA funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14 (c).
26. Special Assignment – Ms. Marisa Chang, part-time instructor of Nursing, serving as an Educational Specialist to coordinate individualized learning needs of at-risk nursing students to be paid \$37.57 an hour as needed to be paid through VTEA funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m)
27. Special Assignment – Ms. Bonnie Kayser, part-time instructor of Nursing, serving as a Skills Lab Specialist, to present workshops on specific skills for at-risk nursing students, to be paid \$37.57 an hour as needed to be paid through VTEA grant funds, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

28. Special Assignment – The following part-time instructors of Applied Music, to be paid \$25.05 per hour, effective for the August 26 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).

Name	Not to exceed hours
Margot Martin	5
Susan Helfter	10
Jeanette Wrate	9

29. Special Assignment – Ms. Susanna Meier, part-time instructor (1) Art Gallery curator and curriculum preparation, to be paid \$44.33 an hour, not to exceed 24 hours per week, effective August 16 through 27, 2004; (2) Art Gallery laboratory and curator to be paid \$44.33 per hour, not to exceed 24 hours per week for 16 weeks, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
30. Special Assignment – Mr. Michael Miller, part-time instructor (1) Art Gallery installations and curriculum preparations, to be paid \$44.33 per hour week, effective August 16 through August 27, 2004; (2) Art Gallery student lab and installations, to be paid \$44.33 per hour for 8 hours per week for 16 weeks, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
31. Special Assignment – Mr. Perry Hacking, full-time instructor of Astronomy, to be principal investigator, content specialist, module review, academy design, to be paid \$50.09 an hour, not to exceed 40 hours, effective July 1, 2004 through June 30, 2005, to be funded by Science Fest, in accordance with the Agreement, Article X, Section 14(c).
32. Special Assignment – Ms. Judy Kasabian, full-time instructor of Mathematics, to be project director, oversee project, evaluation, academy, module review, to be paid \$50.09 an hour, not to exceed 150 hours, effective July 1, 2004 through June 30, 2005, to be funded by Science Fest, in accordance with the Agreement, Article X, Section 14(c).
33. Special Assignment – Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology to coordinate firefighter in-service training programs with local agencies, to be paid \$44.32 an hour for 96 hours, not to exceed \$4,254, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
34. Special Assignment – Mr. Tommy Jester, part-time instructor of Administration of Justice, to coordinate the POST program, to be paid \$37.57 an hour for 72 hours, not to exceed \$2,705, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).

35. Special Assignment – Mr. John Erwin, part-time instructor of Administration of Justice to provide instruction in the Administration of Justice Reserve Academy, to be paid \$37.57 an hour for 36 hours, not to exceed \$1,352, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
36. Special Assignment – Mr. Jeff Donahue, part-time instructor of Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy, to be paid \$37.57 an hour for 36 hours, not to exceed \$1,352, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
37. Special Assignment – Mr. Sergio Borbon, part-time instructor in Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy, to be paid \$37.57 an hour for 84 hours, not to exceed \$3,155, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
38. Special Assignment – Mr. David Do, part-time instructor in Administration of Justice to provide instruction in the Administration of Justice Reserve Academy, to be paid \$37.57 an hour for 84 hours, not to exceed \$3,155, effective August 30 through December 17, 2004, in accordance with the Agreement, Article X, Section 9(m).
39. Special Assignment – The following full-time instructors of Humanities to work as Journalism/Student Publications lab supervisor, to be paid \$37.57 an hour, not to exceed 8 hours a week for 15 weeks, effective September 7 through December 17, 2004, in accordance with the Agreement, Article X, Section 13(a).

Jolene Combs

Lori Medigovich

40. Special Assignment – The following nurse practitioners to conduct sports physicals, to be paid \$37.57 an hour, not to exceed \$1,300 per semester for a total of \$2,600, effective July 21, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 13(b).

Full-time

Debbie Conover

Holly Fall

Deborah Herzik

Part-time

Loretta Ball

Melanie Bronstein

Linda Goldman

Nancy Lee

Jacquelyn Recendez

41. Special Assignment – Ms. Jessica Stoudenmire, part-time instructor of Business Communications, to teach Community Education Classes, to be paid at 35% of final student enrollment, not to exceed \$2,000, (non-STRS creditable service), effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
42. Special Assignment – Ms. Merriel Winfree, part-time instructor of Cosmetology, to teach Community Education classes, to be paid \$25.00 an hour, not to exceed 54 hours or \$1,350, (non-STRS creditable service), effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
43. Special Assignment – Ms. Natalina Monteiro, part-time instructor of Political Science, to sort, read and grade student papers for a deceased faculty member, to be paid \$50.09 an hour, not to exceed 67 hours or \$3,357, effective July 29 through August 12, 2004, in accordance with the Agreement, Article X, Section 9(m).
44. Stipend Assignment – Ms. Angela Wilson, full-time Lead Child Development Center Teacher, to be paid \$204 per month as Lead Teacher, effective July 1, 2004 through June 30, 2005.
45. Stipend Assignment – Ms. Sacha Bryant, part time instructor of Physical Education, to take Pep Squad to camp at California State University, to be paid \$428 for the week, effective August 13 through August 16, 2004, in accordance with the Agreement, Article X, Section 1(2).
46. Amend Employment - The following part-time instructors to be hired as needed for the 2004 summer session:

Humanities

Amir Pamugh, Class III, Step 5

Industry & Technology

Tom Jester, Class I, Step 4

Carl Whitaker, Class I, Step 6

Mathematics

Jacquelyn Sims, Class IV, Step 4

47. Employment – The following part-time/temporary instructors to be hired as needed for the 2004 fall semester

Behavioral & Social Sciences

Darla Fjeld

**August 16, 2004**

**Administrative Services - Human Resources –6**

Business  
James Healy

Counseling  
Eugene Adams III

Health Sciences & Athletics  
Randi Berg

Humanities  
Sudeepa Gulati  
Grace Shibata  
Rhonda Walker

Natural Sciences  
Lisa Humphries  
Marie Nagaya

48. Employment – The following part-time/temporary instructors to provide instruction in the Fire Academy, effective August 30 through December 17, 2004, to be paid by their respective agencies.

Beverly Hills Fire Department  
Greg Barton

Culver City Fire Department  
Tim Wilson

El Segundo Fire Department  
Kevin Scott Smith

Hermosa Beach Fire Department  
James Crawford

Manhattan Beach Fire Department  
Charles Leroy Wilson

Redondo Beach Fire Department  
Richard Martinez

Torrance Fire Department  
Leigh McArthur  
Gerald Strousse

UCLA – Center for Prehospital Care

Patricia Binder

Josh Binder

Torrance Police Department

Marc Wilkins

49. Employment – The following part-time/temporary instructors for the 2004 Fall semester, to provide instruction in the Fire Academy, effective August 30 through December 17, 2004, to be paid \$37.57 an hour, not to exceed \$2,404 or 64 hours, in accordance with the Agreement, Article X, Section 9(m).

Lee Macpherson

Richard Shima

Bradley Sweatt

50. Employment – The following part-time faculty to instructors of Nursing to conduct for-credit courses under the Mt.Sac/LA County Nursing contract with Community Advancement, under Education Code 87470, to be paid Class I, Step 1, on the Academic Salary Schedule, effective August 26, 2004 through June 30, 2005.

Aster Belete

Danielle Naegle

**Classified Personnel:**

1. Personal Leave of Absence 4.15% - Ms. Kathleen Collins, 83.33% Secretary, Humanities Division, Academic Affairs Area, effective August 30 through December 17, 2004.
2. Promotion – Ms. Martha Aaron, from Clerical Assistant, Range 20, Step E, to Administrative Assistant I, Range 27, Step C, Community Advancement Division, Student and Community advancement Area, effective September 1, 2004.
3. Promotion – Ms. Abetta McQueen, from Clerical Assistant, Range 20, Step E, to Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective August 17, 2004.
4. Amend Employment - Ms. Astrid Hagen, Staff Interpreter, Range 34, Step A, Special Resource Center/Health Sciences and Athletics Division, Academic Affairs Area, effective August 9, instead of August 2, 2004.
5. Employment – Ms. Lisa Campbell, Clerical Assistant, Range 20, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective August 17, 2004.

**August 16, 2004**

**Administrative Services - Human Resources –8**

6. Employment - Mr. Jason Haddix, Help Desk Consultant, Range 30, Step A, Information Technology Services Division, Administrative Services Area, effective September 1, 2004.
7. Employment – Ms. Chi Kim Lam, Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective August 17, 2004.
8. Employment – Mr. Tong The Nguyen, User Support Analyst, Range 46, Step A, Information Technology Services Division, Administrative Services Area, effective August 17, 2004.
9. Employment – Mr. Tri Van Vo, User Support Technician, Range 37, Step A, Information Technology Services Division, Administrative Services Area, effective August 17, 2004.

**Special Project Temporary Administrators:**

10. Amend Employment – Ms. Michelle Arthur, Special Project Temporary Administrator, Inglewood Center, Student and Community Advancement Area, to be paid \$274 a day, Range 4, Step 5, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$63,842 instead of \$60,544, effective July 19, 2004 instead of August 2 through June 30, 2005.
11. Re-Employment – Ms. Guadalupe H. Cabral, Special Project Temporary Administrator, VTEA, Student and Community Advancement Area, Range 3, Step 2, to be paid \$222 a day, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$55,722, effective July 19, 2004 through June 30, 2005.

**Temporary Classified Service Employees:**

12. Ms. Ramona Dottery – Clerical Assistant, Range 20, Step A, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, 40 hours a week, effective August 17, 2004 through June 30, 2005.
13. Ms. Liana Filishtiner – Clerk, Range 17, Step A, Business Division, Academic Affairs Area, to work 20 – 30 hours per week as needed effective August 17, 2004 through June 30, 2005.
14. Mr. Jerry Stratton II - Theatre Technician, Range 31, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on call as needed, to perform skilled and technical duties related to preparation and production of performances and oversee the pre-production and backstage operations of events in the Center for the Arts venues.



## . CLASSIFIED PROFESSIONAL GROWTH

It is recommended that the Board ratify/approve the attendance of the following classified employees at conferences, classes, and/or seminars paid from the Classified Professional Growth Fund, as listed below:

29<sup>th</sup> Annual CAPED (Calif. Assoc. for Post-Secondary Education and Disability) Convention: Surfing the Possibilities-Breaking Through Barriers, Monterey, CA - Susan Brouillette. Oct.24-27, 2004. \$400.00 maximum.

Supervising for Excellence: Putting Coaching and Team Building to Work for Your Library, Cerritos Public Library, Cerritos, CA - Lisa C. H. George. Sept. 1, 2004. \$75.00 plus mileage.

Univ. of Redlands Fall 2004 Semester: Managing Quality and Operations, Torrance, CA - Wilma Hairston. Aug. 24-Oct. 5, 2004. \$400.00 maximum.

Chapman University Fall 2004 Semester: Group Dynamics & Leadership, Los Angeles, CA - Kahea Kamahale. Aug. 23 – Oct. 24, 2004. \$400.00 maximum.

## **C. \*REVISED POLICE OFFICERS POSITION CLASSIFICATION AND SPECIFICATIONS**

It is recommended that the Board approve the revised classification specifications for the College Police Officer position and remove the College Police Officer Trainee as shown on pages 11-17.

\*Item C withdrawn and no substitutions were made.

## **B. 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:

Amy Adams	Anna Lane	Pat Rippe
Norma Amstute	Nancie Mack	Cecilia Rosenthal
Stuart Boyle	Orlando Medina	Ann Saxon
Beverly Boyle	Myrna Mendoza	Carol Scharf
Mary Braun	June Mikrut	Jack Scharf
Anne Bromley	Sidel Myers	Anna Steuwer
Griselda Castro	Van Nguyen	Joyce Stern
Mary Anne Chappellear	A. Y. Olds	Nancy Turner
Edith Ehrenreich	James Olds	Trayvon Waller
Jane Gulliver	Joyce Olds	Irene Warren
Rita Hull	Gertrude Oliver	Jeanne Wilson
Rose Marie Jaikowski	John Porter	Sharon Yee
Ju Mong Ko	Linda Richardson	Patricia Wimer

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: COLLEGE POLICE OFFICER**

#### **DEFINITION:**

Under supervision, to perform law enforcement and crime prevention work; to protect college employees, students, and the general public; to patrol and safeguard college property, to maintain law and order, to do other work as required.

#### **REPRESENTATIVE DUTIES:**

Patrol campus buildings and grounds on foot, bike or by vehicle.

Answer calls for the protection of life, property, and the enforcement of local, county and state laws.

Protect individuals and control crowds during assemblies or disturbances.

Investigate and prepare written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace.

Gather evidence and interview witnesses.

Apprehend violators, testify in court as necessary.

Guard property against fire, theft, vandalism, and illegal entry.

Give information and direct the public.

Administer First Aid.

Assist in the orientation of District personnel regarding security measures.

May supervise other security personnel.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Investigative and law enforcement procedures.

Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies.

First Aid.

##### **ABILITY TO:**

Establish and maintain effective working conditions in a diverse multi-cultural and multi-ethnic educational environment.

Successfully complete a P.O.S.T. certified Peace Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic Certificate. Observe and remember names, faces, numbers, incidents, and places.

Judge situations and persons accurately.

Respond quickly and effectively in emergency situations.

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Write accurate and comprehensive reports.

Use and care for firearms.

Establish and maintain cooperative relationships with those contacted in the course of work.

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn law and ordinances relating to theft, burglary, arson, and malicious mischief and trespassing.

Learn District and campus rules and regulations regarding security, safety and conduct.

Interpret and follow oral and written instructions.

Learn to write clear and concise reports.

Learn to interview suspects, complainants and witnesses.

Respond quickly and effectively in emergency situations.

Analyze situation and adopt an effective course of action.

Perform duties under scheduled working conditions.

Accept direction from others willingly.

Use restraint in enforcement.

## **EDUCATION AND EXPERIENCE:**

Police Officer Trainee: High school diploma or G.E.D. certificate.

Pre-Service: Graduation from a P.O.S.T. certified police academy.

Lateral Entry: Possession of a P.O.S.T. Basic Certificate and one year full-time law enforcement experience.

## **PERSONAL CHARACTERISTICS:**

Demonstrate an interest in law enforcement; possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative and polite attitude in carrying out law enforcement duties; ability to remain calm and maintain order in emergency or threatening situations.

## **LICENSES AND SPECIAL REQUIREMENTS:**

Obtain a Basic Certificate issued by the State Commission on Peace Officers Standards and

Training within one year after appointment date.

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Meet specific physical, psychological and medical requirements established by the College.

Possess a valid Class "C" California Driver's license.

High school diploma or G.E.D.

U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.

Have reached 21<sup>st</sup> birthday at time of application.

Successfully pass a physical agility test, an in-depth background investigation; psychological and polygraph examinations.

Completion of sixty (60) college units or possession of an Associates degree is highly desirable.

#### **PHYSICAL REQUIREMENTS:**

Applicants must satisfactorily complete an in-depth medical examination. Applicants must be in good physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position.

**VISION:** At least 20/100 in each eye without correction, correctable to 20/30 in each eye.

**COLOR VISION:** Anything other than minor hue impairment is disqualifying.

**HEARING:** No greater than 25 dB loss in the better ear as average over the test frequencies of 500, 100, 2000 and 3000 HZ. In the case of questionable, unusual or borderline hearing loss, the applicant's qualifications will be determined by a medical Doctor.

#### **TRAINING:**

The training program consists of academy coursework, on-the-job training exercise, and a review by the College Police Chief. Successful completion of the police training Academy is a requirement to be eligible for promotion to the position of Police Officer. Failure to maintain satisfactory progress during the training program or to satisfy the District or P.O.S.T. requirements for promotion to College Police Officer will end a candidate's eligibility for participation in the program and employment with the District.

#### **SALARY PLACEMENT:**

A person hired as Police Trainee shall be paid a salary rate 10% below Step A of the Police Officer salary schedule. The Police Trainee shall be paid his salary from the first date of employment through the successful completion and graduation from a P.O.S.T. certified Police Academy.

#### **WORKING CONDITIONS:**

Sit in patrol car for long periods of time.

Walk/move to various locations on campus.

Run, jump, crawl, climb, bend, reach, stoop to perform duties.

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**COLLEGE POLICE OFFICER**

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Lift and drag 165 pounds.

May be requested to work overtime for special events.

Use of weapons.

May 1973

Revised 9/1/77, 7/27/04

Board Approved: August 16, 2004

\*Item C withdrawn and no substitutions were made.

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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

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A. Board Policies for Deletion – First Reading .....Page 1

## A. Board Policies for Deletion

As part of the on-going project to update Board policies it is recommended that the Board review the following policies for first reading prior to deletion:

3551	Cafeteria	6/22/77
4138	Research	5/10/65
4145	Credit Unions	4/11/77
4161	Service Awards	4/9/79
4163	Residence	12/24/58
4164	Change of Name or Address	11/24/58
4218	Administrative Internship Program	1/9/84
4239	Fringe Benefits for Part-Time Classified Employees	1/12/76
4253	Request for Classification Review	6/9/75
5122	Inter-District Registration	3/28/83
6143	Cable Television	9/6/83

### Cafeteria \_\_\_\_\_ 3551

~~The El Camino College cafeteria and other food service facilities shall be operated pursuant to provisions of the Ed Code and shall provide such food service as seems appropriate to the needs of the students and employees of the College.~~

~~El Camino College  
Policy  
Adopted: 11/24/58  
Amended: 6/22/70~~

### Research \_\_\_\_\_ 4138

~~Study, research and development are important to the program of the College when accomplished within its philosophy and objectives. To implement this goal research studies at El Camino College which involve participation or cooperation of school personnel or pupils, must have the prior approval of either the President, Vice President, or the appropriate Dean.~~

~~El Camino College  
Policy~~



~~Adopted: 8/7/61  
Amended: 5/10/65~~

Credit Unions \_\_\_\_\_ 4145

~~An employee may authorize wage and salary deductions for the purchase of shares in or the payment of money to any regularly chartered credit union.~~

~~To process any such deduction, the employee shall be required to have on file in the District Personnel Division, a signed payroll deduction authorization form. An authorized deduction for a credit union shall become effective on the first day of the pay period following the filing of the authorization form with the District Personnel Division. An authorized deduction for a credit union may be revoked by the employee by filing a written revocation notice with the District Personnel Division.~~

~~El Camino College  
Policy  
Adopted: 11/24/58  
Amended: 4/11/77~~

Service Awards \_\_\_\_\_ 4161

~~The District recognizes service by providing awards to administrators, full-time faculty and classified staff members beginning with the first five years and thereafter every five years.~~

~~El Camino College  
Policy  
Adopted: 11/24/58  
Amended: 5/13/68, 1/26/76, 2/27/78, 4/9/79~~

Residence \_\_\_\_\_ 4163

~~There is no regulation requiring employees to live within the College District. Wherever possible, however, it is desirable for you to be a voting citizen of the District for which you work.~~

~~El Camino College  
Policy  
Adopted: 11/24/58~~

Change of Name or Address \_\_\_\_\_ 4164

~~Change of address, phone number, name, or number of dependents should be reported immediately to the Business Department.~~

~~El Camino College  
Policy  
Adopted: 11/24/58~~

Administrative Internship Program \_\_\_\_\_ 4218

~~The District has established an Administrative Internship Program for employees of the College. This plan provides for the training of employees by upgrading their administrative skills through an internship service program.~~

~~El Camino College  
Policy  
Adopted: 1/9/84~~

Fringe Benefits for Part-Time Classified Employees \_\_\_\_\_ 4239

~~A classified employee regularly employed on a part-time basis (less than forty hours per week) who works a minimum of thirty (30) minutes per day in excess of the employee's part-time assignment for a period of twenty (20) consecutive days or more, shall have his basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a prorated basis.~~

If a part-time employee's average paid time, excluding overtime for which the employee receives compensation at a rate at least equal to time and one-half, exceeds the employee's assigned time by fifty (50) minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.

Vacation entitlement shall be based on the average number of hours worked per working day during the portion of the fiscal or school year in which the employee is assigned to duty.

El Camino College  
Policy  
Adopted: 1/12/76

Request for Classification Review \_\_\_\_\_ 4253

### Introduction

Position Classification is an important part of the El Camino College personnel system and directly concerns each employee. It is a plan for systematically studying every position in the regular classified staff to determine actual duties and responsibilities, and then grouping all similar jobs in the same general class with a proper descriptive title. A "class description" for each class is written based on this information. A position title, therefore, is one means of identifying each employee's "classification." The basic purpose of such a classification plan is to attempt to maintain logical and consistent relationships between different kinds of jobs, the requirements for the jobs, and the salaries paid.

### Procedure

Although each position has been assigned to a class, the State Personnel Board will, upon request, review changes in order to keep all positions properly related. Individuals may request that a review of their assignment and classification be made if they feel their duties have increased or changed substantially. The employee's supervisor, coordinator and/or dean and vice president may also initiate such a request.

Requests for classification review may be submitted between December 1 and

~~December 21 each year. The classified employees will be notified at least thirty (30) days in advance of December 1 of each year. A detailed description of the duties of the position must be completed on the Request for Classification Review form, which may be obtained from the Personnel Office. It is necessary in completing the form that the specific reasons for this request for position reclassification be stated. The completed form is to be submitted to the employee's supervisor, coordinator and/or dean and vice president, who will forward the request to the Personnel Office for review.~~

~~El Camino College~~

~~Policy~~

~~Adopted: 8/31/59~~

~~Amended: 5/10/65, 6/9/75~~

~~Inter-District Registration~~

~~5122~~

- ~~1. All continuing students, regardless of residence, shall register in accordance with District's existing priority system.~~
- ~~2. All new and returning students who live in the El Camino Community College District shall be given registration appointments on a first come, first served basis.~~
- ~~3. All new and returning students who live outside the El Camino Community College District shall be given registration appointments based on space availability after students in #1 and #2 above have registered, subject to requirements of any inter-district agreements.~~

~~El Camino College~~

~~Policy~~

~~Adopted: 3/28/83~~

~~Cable Television~~

~~6143~~

~~Cable television on the El Camino College campus will have two functions:~~

- ~~1. To enhance scheduling of existing instructional television programming.~~
- ~~2. For public information purposes.~~

~~El Camino College will participate in a cable television consortium including~~

~~among other entities, the City of Torrance, to maximize the cable television resource pool.~~

~~The production resources available to El Camino College may be used by El Camino College personnel to supplement or otherwise support classroom instructional strategies.~~

~~El Camino College~~

~~Policy~~

~~Adopted: 9/6/83~~