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Board of Trustees
El Camino Community College District
Agenda, Monday, September 8, 2003
4:00 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- I. Approval of Minutes of the Regular Board Meeting of August 18, 2003**
- III. Presentations – (none)**
- IV. Public Hearing and Adoption – 2003-2004 El Camino Community College District Budget**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-2
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-9
 - D. Administrative Services
See Administrative Services Agenda, Pages 1-10
See Measure "E" Bond Fund Agenda, Pages 1-7
See Human Resources Agenda, Pages 1-6
 - E. Superintendent/President
See Superintendent/President Agenda, Pages 1-2
- 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 BS 047821
 - B. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 1 case

- C. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers,
Local 1388
 - 2. El Camino Classified Employees
Local 6142

**EL CAMINO COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING
MONDAY, SEPTEMBER 8, 2003**

OFFICE OF THE VICE PRESIDENT – ADMINISTRATIVE SERVICES

FINAL BUDGET

It is recommended that the Board of Trustees adopt the Budget for the General Fund Unrestricted and Restricted; 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; Cafeteria Fund and Bookstore Fund for the 2003-04 year.

Board members, the general public and numerous college constituency groups have received this budget, and the budget has been on file in the Office of the Vice President-Administrative Services since September 2, 2003.

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

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B. Center for the Arts Presentation – 2003/2004	1
C. Gift to the College.....	1

A. BOARD POLICY 4235 (CREDIT BY EXAMINATION) – SECOND READING AND ADOPTION

It is recommended that the Board receive for Second Reading and Adoption Board Policy 4235 (Credit by Examination), as shown on page 2.

B. CENTER FOR THE ARTS PRESENTATION – 2003/2004

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

2003/2004

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
<u>Payee Change</u>		
1. Leahy Payable to: Leahy US Inc. (Note: Previously Board approved May 19, 2003, payable to Leahy Music, Inc.)	February 7, 2004	\$12,500

C. GIFT TO THE COLLEGE

It is recommended that the Board accept the eight Toyota vehicles listed below and donate them to the Southern California Regional Occupational Center (SCROC) for use in its Toyota T-Ten Program. These vehicles were used in the Toyota T-Ten program, which has been discontinued at El Camino College.

- 1997 Toyota Tacoma, 4TAWN72N3VZ255978
- 1995 Truck, 4TARN01P3SZ329595
- 1992 Corolla/Tercel, JT2EL43A5N0236085
- 1990 Camry, JT2SV24E7L3399125
- 1990 4 Runner, JT3VN39W7L0031108
- 1989 Truck, JT4RN82S7K5000007
- 1988 Truck, JT4RN63AXJ8002941
- 1988 Celica, JT2ST68M1J0002070

Board Policy 4235

Credit by Examination

~~The purpose of credit by examination shall be to allow a student to gain credit for a specific course by demonstrating mastery of the subject matter and/or skills. It shall be the policy of the El Camino Community College District, under the California Administrative Code, Title 5, Section 55753, and the requirements established by the Board of Trustees, to grant credit by examination.~~

The El Camino College District is committed to allowing students to receive credit for a specific course by demonstrating mastery of the subject matter and/or skills by credit by exam.

Updated lists of courses eligible for credit by examination, as determined by appropriate faculty, shall be kept in the academic and counseling division offices as well as the records office. It shall be established that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course objectives for which credit is requested. Proficiency in subject matter or skills shall be assessed through examination, portfolio, or skills demonstration, and must be at the level expected of students who have successfully completed the course at El Camino College.

The eligibility and fee requirements along with the procedures and restrictions for obtaining credit by examination shall be on file in the Administrative Procedures Handbook. These are available in the College records office, counseling services, and all academic division offices. They are also published in the College Catalog and Schedule of Classes.

Reference:

Title 5, Section 55753

El Camino College

Adopted:

Replaces Board Policy #6126

Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
Patricia F. Caldwell, Ph.D., Vice President

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A. RESOLUTION – CHANGE IN FEES FOR CHILD DEVELOPMENT CENTER

It is recommended that the Board of Trustees approve a change in fees for the Child Development Center (CDC), as shown on page 9. The proposed changes will allow more flexible use of the CDC for student and community parents who may only need part-time child care. Hourly rates for part-time care are more affordable to parents. This is the first time the fee for full-time has been raised in ten years, and is necessary due to increases in overall costs. Low income, qualifying student parents will continue to be offered services in our free state preschool program or with subsidies through the campus CalWORKS or the Federal Child Care Access Means Parents in School (CCCAMPIS) grant programs, or with our new, part-time hourly rate schedule.

B. GRANT - INFORMATION

It is recommended that the Board receive information regarding the following grant:

National Endowment for the Arts, Nancy Hanks Center. The El Camino College Orchestra is requesting funding to promote cultural diversity and awareness through music. The orchestra will offer six themed concerts over a two-year period to provide audiences with opportunities to experience a variety of music by minority composers and musicians. The themed concerts will include two separate performances of music by African-American composers, two separate performances by Latino composers, and one each of music by Asian and women composers.

Amount of Grant Funding from Granting Agency:	\$ 73,500
Amount of College Match (In-kind)	<u>\$ 73,507</u>
Total Amount of Grant	\$147,007
Indirect Rate (\$10,889.44) (8%)	
Performance Period: July 1, 2004 through June 30, 2006	

C. GRANTS - ACCEPTANCE

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

1. Department of Education – Training Interpreters for Individual Who Are Deaf and Individuals who are Deaf-Blind. During year four (4) of this five-year project, the Regional Center will continue to work on accomplishing its main objectives of: 1) elevating the skills of manual, oral, tactile and cued speech interpreters working in the field; 2) enhancing the ability of educators and others in the field of interpreter education to attract, recruit, instruct, and retain interpreting students; and 3) serving in a leadership capacity and as a primary source of interpreter information to interpreter training programs and other service organizations or groups.

Amount of Grant Funding from Granting Agency	\$154,922
Amount of College Match	\$ -0-
Total Amount of Grant	\$154,922
Award Date:	July 31, 2003
Performance Period:	October 1, 2003 through September 30, 2004

2. United States Department of State, Bureau of Educational & Cultural Affairs. El Camino College has been awarded funding for a faculty exchange program with the University of Silesia, Cieszyn Branch. The grant focuses on strengthening both institutions' Teacher Education programs. The participating El Camino College faculty will assist the Polish partner in infusing new methodologies into existing courses, and in developing new courses on diversity and multiculturalism. They will also integrate international perspectives into their own teacher education courses at El Camino College.

Amount of Grant Funding from Granting Agency:	\$ 94,692
Amount of College Match (In-kind)	\$122,476
Total Amount of Grant	\$217,168
Performance Period:	September 1, 2003 through August 31, 2006

D. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 2 through 7.

1. Michelle Anderson—Change from Bookstore Aide I to Bookstore Aide III, \$7.25 per hour, Tuesday and Thursday, noon to 2:00 p.m., effective September 16, 2003 through May 31, 2004, Bookstore, Administrative Services Area, clean and straighten up convenience stores and Bookstore, funded by District funds (Previously Board approved June 9, 2003).

2. Lucila V. Angel—Paraprofessional, change from \$11.00 per hour to \$12.00 per hour, Monday through Friday, 9:00 a.m. to 4:00 p.m., effective September 9, 2003, through June 30, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist students, faculty and staff in the Nursing Department, funded by District funds (Previously Board approved June 9, 2003).
3. Lauren Coolidge Daniels--Paraprofessional, change from \$16.60 per hour to \$18.00 per hour, Monday through Friday, 8:00 a.m. to 4:30 p.m., CalWORKS/Counseling and Student Services, Student and Community Advancement Area, effective September 16, 2003, through June 30, 2004, to support daily operations in the CalWORKS program; additional duties include assisting in the preparation of grant budget/reports, record keeping, maintenance of budget records, and coordinating grant activities, funded by CalWORKS funds (Previously Board approved June 9, 2003).
4. Robert deFrance—Paraprofessional, \$13.00 per hour, Monday and Wednesday, 10:30 a.m. to 12:30 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
5. Kimberley Eatmon--Program Assistant II, \$9.00 per hour, Monday through Friday, 7:30 a.m. to 4:00 p.m., effective July 1, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to provide stock room and sales floor assistance and work as a cashier, funded by District funds.
6. Michael Ebner—Library Media Aide III, \$7.75 per hour, Monday through Thursday, 8:00 a.m. to 4:30 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students in the Writing Center and computer classrooms, funded by District funds.
7. Christina Griswold--Change from Bookstore Aide I to Bookstore Aide III, \$7.25 per hour, Tuesday and Thursday, noon to 2:00 p.m., effective September 16, 2003 through May 31, 2004, Bookstore, Administrative Services Area, to clean and straighten up the Bookstore sales floor and lounge, funded by District funds (Previously Board approved June 9, 2003).
8. Astrid Hagen—Change from Interpreter IV to Interpreter V, \$25.75 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 20, 2003, through June 30, 2004, Special Resource Center/Health Sciences and Athletics, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and Disabled Services Programs and Services funds (Previously Board approved June 9, 2003).
9. Melanie Harrison—Office Aide I, \$6.75 per hour, Monday through Thursday, 2:30 to 7:00 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as a receptionist at the Writing Center, funded by District funds.

10. Robert Hoeck--Change from Bookstore Aide I to Bookstore Aide III, \$7.25 per hour, Monday and Wednesday, 11:00 a.m. to 1:00 p.m., effective September 16, 2003 through May 31, 2004, Bookstore, Administrative Services Area, to clean and straighten up convenience stores and Bookstore, funded by District funds (Previously Board approved June 9, 2003).
11. Wanda Holt--Paraprofessional, \$11.00 per hour, Monday through Thursday, 8:00 a.m. to 1:00 p.m., effective October 20, 2003, through June 30, 2004, Counseling and Student Services, Student and Community Advancement Area, to assist the Cal WORKS Placement Advisor with job development activities, funded by CalWORKS funds.
12. Maria Hsin—Paraprofessional, \$13.00 per hour, Monday and Wednesday, 8:00 a.m. to 5:45 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
13. Tina Ji—Paraprofessional, \$13.00 per hour, Monday and Wednesday, 8:00 a.m. to noon (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing student assignments, funded by District funds.
14. Carl Johnson—Paraprofessional, \$13.00 per hour, Monday and Wednesday, 6:00 to 8:00 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
15. Naomi LaCosse—Changing job title from Interpreter I to Interpreter II, \$19.25 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 20, 2003, through June 30, 2004, Special Resource Center/Health Sciences and Athletics, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and Disabled Services Programs and Services funds (Previously Board approved June 9, 2003).
16. Meagan Madigan—Library Media Aide III, \$7.75 per hour, Monday through Thursday, 8:30 a.m. to 12:30 p.m., effective September 9, 2003, through June 30, 2004, Learning Resources Unit, Academic Affairs Area, to provide assistance in the Learning Resources Center, funded by District funds.
17. Maureen McBride--Program Assistant I, \$8.00 per hour, Monday through Friday, 7:30 a.m. to 4:00 p.m., effective August 19, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to work as a bookstore cashier and provide customer service, funded by District funds.

18. Mary Lou Miranda--Change from Program Assistant I to Program Assistant II, \$9.00 per hour, Monday through Friday (varies), 10:00 a.m. to 7:00 p.m., effective September 9, 2003, through June 30, 2004, Enrollment Services, Student and Community Advancement, to assist with various duties for admissions processing, funded by District funds (Previously Board approved 6/9/03).
19. Dennis Mohamed--Bookstore Aide I, \$6.75 per hour, Monday through Friday, 7:30 a.m. to 4:30 p.m., effective September 16, 2003 through May 31, 2004, Bookstore, Administrative Services Area, to provide sales floor assistance and stock shelves, funded by District funds.
20. Michelle Peasley—Paraprofessional, \$13.00 per hour, Monday through Thursday, 4:30 to 9:30 p.m., effective September 15 through December 21, 2003, Industry and Technology, Academic Affairs Area, to issue lab supplies and prepare cosmetology solutions, inventory and order stock, and collect patron fees, funded by District funds.
21. Vanessa Penale—Paraprofessional, \$13.00 per hour, Wednesday, 11:30 a.m. to 1:30 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
22. Sean Patrick—Paraprofessional, \$13.00 per hour, Monday through Thursday, 9:15 a.m. to 10:00 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
23. Sean Patrick—Paraprofessional, \$15.00 per hour, Wednesday and Thursday, 1:30 to 5:30 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students one-on-one in the Writing Center with all phases of the composing process, funded by District funds.
24. Nancy Rangle--Paraprofessional, \$18.00 per hour, Monday and Wednesday and Friday, 8:00 a.m. to 5:00 p.m. (varies), effective September 16, 2003, through June 30, 2004, Counseling and Student Services, Student and Community Advancement Area, to perform outreach and recruitment activities on campus and at local community agencies, funded by EOPS funds.
25. William Robertson—Paraprofessional, \$13.00 per hour, Monday through Wednesday, 7:15 a.m. to 10:00 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
26. Kim Runkle—Paraprofessional, \$13.00 per hour, Monday, 12:45 to 2:45 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.

27. Kim Runkle—Paraprofessional, \$15.00 per hour, Tuesday and Thursday, 10:30 a.m. to 3:30 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students one-on-one in the Writing Center with all phases of the composing process, funded by District funds.
28. Beth Shibata—Paraprofessional, \$13.00 per hour, Monday and Wednesday, 8:00 a.m. to 12:15 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with student assignments, funded by District funds.
29. Beth Shibata—Paraprofessional, \$15.00 per hour, Monday through Thursday, 3:00 to 6:00 a.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students one-on-one in the Writing Center with all phases of the composing process, funded by District funds.
30. Judith Sunderland—Paraprofessional, \$13.00 per hour, Monday through Thursday, 7:00 a.m. to 5:45 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing student assignments, funded by District funds.
31. Katie Traeger—Paraprofessional, \$15.00 per hour, Monday through Thursday, 1:30 to 6:30 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students one-on-one in the Writing Center with all phases of the composing process for writing assignments, funded by District funds.
32. Kathy Vertullo—Paraprofessional, \$13.00 per hour, Thursday, 7:15 to 11:15 a.m. and 12:30 to 2:30 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.
33. Susan Wade—Paraprofessional, \$15.00 per hour, Monday through Thursday, 9:00 a.m. to 4:00 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students one-on-one in the Writing Center with all phases of the composing process for writing assignments, funded by District funds.
34. Mark Walch—Paraprofessional, \$13.00 per hour, Monday and Wednesday, 6:00 – 8:00 p.m., effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing student assignments, funded by District funds.
35. Mark Walch—Paraprofessional, \$15.00 per hour, Monday through Thursday (varies), 8:00 a.m. to 4:30 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to assist students one-on-one in the Writing Center with all phases of the composing process for writing assignments, funded by District funds.

36. Leah Weed—Paraprofessional, \$13.00 per hour, Monday through Thursday, 8:00 a.m. to 2:30 p.m. (varies), effective September 9 through December 17, 2003, Humanities, Academic Affairs Area, to work as an English classroom tutor, assisting students with writing assignments, funded by District funds.

37. The following individuals to work as Tutor VII, \$18.50 per hour, effective September 2 through December 21, 2003, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.

Mark Burgin
Manolita Formanes
Mohammad Rahnavaard

Alexa Root
James Taylor
Ronald Wax

Claude Wezeman
Christie Yang

E. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Ms. Bo Morton, Director of Grants Development and Management to travel to the University of Silesia in Cieszyn, Poland, October 13-31, 2003. Ms. Morton will conduct preparatory activities for the spring exchange visit of the El Camino College faculty in Poland, and orientation activities for the Polish exchange participants coming to the United States. Travel and accommodation costs will be covered by the Fulbright Institutional Partnership grant funded by the United States Department of State and are not expected to exceed \$2,950.

EL CAMINO COLLEGE
CHILD DEVELOPMENT CENTER

FEE BASED PRESCHOOL
(Ages 2-5 years and completely toilet trained)

FULL TIME
\$100/Week - Full-time Student
\$125/Week – Full-time Community (Non-Student)

Daily Fees 6:45am – 5:30pm

Two Years			
Per Day	Tu/Th	M/W/F	M-F
Comm/Student	Comm/Student	Comm/Student	Comm/Student
\$32 \$25	\$64 \$50	\$96 \$75	\$125 \$100

Three to Five Years			
Per Day	Tu/Th	M/W/F	M-F
Comm/Student	Comm/Student	Comm/Student	Comm/Student
\$30 \$23	\$60 \$46	\$90 \$69	\$125 \$100

Part-time Fees: 6:45am – 1:00pm			
Two to Five Years			
Per Day	Tu/Th	M/W/F	M-F
Reg/Student	Reg/Student	Reg/Student	Reg/Student
\$32 \$25	\$64 \$50	\$96 \$75	\$125 \$100

Part-Time Fees: 1:00pm – 5:30pm			
Two to Five Years			
Per Day	Tu/Th	M/W/F/	M-F
Reg/Student	Reg/Student	Reg/Student	Reg/Student
\$32 \$25	\$64 \$50	\$96 \$75	\$125 \$100

Part Time Fees: \$4.00/hr

El Camino College Students: Minimum 12 hours per week
Community: Minimum 16 hours per week
Note: Part-time Contracts Based on Space Availability
10% Discount for second child.
Registration: \$30 (student) \$40 (regular)
CCCAMPIS program available to Pell or Pell eligible student parents.
Fees are based on a sliding scale.

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

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* Item E pulled from Agenda and no substitutions were made.

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2003.

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

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

The report for June 30, 2003, is shown on the following Quarterly Financial Status Report.

FISCAL YEAR 2002-03

Quarter Ended (Q4) June 30, 2003

<u>General Fund</u>	<u>2002-03 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$3,659,187	\$2,663,450	72.79 %
State	53,900,028	51,960,947	96.40%
Local	33,419,708	40,186,774	120.25%
Interfund Transfers	<u>350,000</u>	<u>352,397</u>	100.68 %
Total Income	\$91,328,923	\$95,163,568	104.20 %
APPROPRIATIONS			
Academic Salaries	\$40,049,407	\$40,420,795	100.10 %
Classified Salaries	25,713,764	25,643,550	99.72 %
Staff Benefits	12,819,891	13,415,140	104.64 %
Supplies/Books	2,939,865	2,393,256	81.41 %
Other Operating Expenses	10,013,996	9,921,007	99.07 %
Capital Outlay	32,022,	1,373,276	4,288.54 %
Other Outgo	<u>720,000</u>	<u>1,000,461</u>	138.95 %
Total Appropriations	\$92,288,945	\$94,167,485	102.05 %

B. TEMPORARY LOAN TO STUDENT FINANCIAL AID FUND (74)

It is recommended that up to \$2,000,000 of monies in the 2003-04 General Fund-Unrestricted (11) budget be transferred to the Student Financial Aid Fund (74) as a temporary loan for cash flow purposes.

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

It is recommended that up to \$400,000 of monies in the 2003-04 General Fund-Unrestricted (11) budget be transferred to the General Fund-Restricted (12) Parking Services.

D. TRANSFER OF FUNDS TO CHILD DEVELOPMENT FUND (33)

It is recommended that \$28,578 of monies in the 2002-03 General Fund-Unrestricted (11) budget be transferred to the Child Development Fund (33) to offset a shortfall in revenues.

E. CONTRACTS – AMENDMENTS

C. W. Driver – Additional services were performed by the contractor due to the 3-month extension of the pre-construction period from October 1, 2002 through ~~December 31, 2002~~ March 31, 2003, at a cost of \$156,068.56 (PO #67008). The Natural Science project construction began April 1, 2003. The original contract was Board approved July 15, 2002 (\$1,346,000.00; PO #57999).

F. PUBLIC WORKS PROJECT - CHANGE ORDERS

It is recommended that all change orders shown below be ratified in accordance with the Board authorization at the May 19, 2003 meeting.

<u>No.</u>	<u>Contractor</u>	<u>Time Extension</u>	<u>Amount</u>
2	<u>G.D. Heil, Inc. (PO #58189)</u> Account: 41-56230-00-710000-9504	0	\$4,322.00
3	<u>G.D. Heil, Inc. (PO#58189)</u> Account: 41-56230-00-710000-9504	0	\$2,703.00

G. NOTICE OF JOB COMPLETION

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

* Item E withdrawn and no substitutions were made.

<u>Project Name/Vendor</u>	<u>Cost</u>
<u>Fire Line Replacement (original scope)</u> Bid No. 2001-9	\$213,302.51 PO #58102
<u>Fire Line Replacement, (additional work)</u>	\$ 45,216.80 PO #58152
<u>Physical Education Roofing</u>	\$152,100.23 PO #58277
Grand Total	<u>\$410,619.54</u>
Payable to: West Star Construction 3911-1 E. La Palma Avenue Anaheim, CA, CA 92807	
Attn: Jeff Cohen	

H. PURCHASE ORDERS

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

Run Date
8/25/03

El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 09-08-2003

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0060007	Scholastic Insurance Services	International Student	Contract Services	\$1.00
P0060026	Pak West	Operations	Supplies	\$10,054.48
P0060027	Unisource Corporation, The	Operations	Supplies	\$2,449.44
P0060048	Miller Floors	North Gym Flooring	Repairs Noninstructional	\$14,600.00
P0060054	Salome Heyward & Associates	SRC Donations	Supplies	\$30.00
P0060103	E.L.S.	Ctr for Arts Product	Repairs Parts And Supplies	\$460.00
P0060122	Unisource	Operations	Supplies	\$2,757.29
P0060125	Rio Grande	Art Department	Supplies	\$2,371.55
P0060127	Frei & Borel	Art Department	Supplies	\$677.09
P0060138	Commercial Wholesale Electric	Electric Shop	Supplies	\$209.46
P0060140	Industrial Wholesale Electric	Facilities/Planning	Repairs Noninstructional	\$1,160.44
P0060144	Acousticraft, Inc.	Facilities	Construction Material	\$1,732.00
P0060152	Docutek Information Systems	Title V-Activity 1	Supplies	\$4,990.00
P0060164	Sargent Welch Scientific	Chemistry	Supplies	\$2,826.63
P0060168	Eagle Tools	Construction Technol	Repairs Parts And Supplies	\$570.30
P0060203	Fancy Floors	Facilities and	Construction Material	\$671.61
P0060224	G. Schirmer Rental Library	Ctr for Arts Instr/A	Other Rentals	\$459.70
P0060230	Snap-On Industrial	VATEA I&T	New Equipment – Instruc.i	\$37,772.15
P0060235	Chronicle Guidance Publication	Career Center	Publications/ Periodicals	\$10.00
P0060248	Gunther Athletic Service	Health Sciences	Fundraising	\$1,782.93
P0060249	California Pro Sports	Health Sciences	Fundraising	\$3,466.65
P0060267	Virco Manufacturing Corp.	Division Office Huma	New Equipment – Instruc.	\$1,963.78
P0060287	Atlas Pen	ATE-Articulation Par	Supplies	\$174.82
P0060293	Xerox, the Document Co.	Art Department	Supplies	\$420.43
P0060308	Best Roofing	Roof Replacement / V	Repairs Noninstructional	\$2,482.00
P0060312	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$9,930.00
P0060316	Custom Trophy	Student Affairs	Supplies	\$394.57
P0060317	Getty Images	Ctr for Arts Promo	Supplies	\$1,086.34
P0060320	Maintex Inc.	Operations	Supplies	\$579.27
P0060321	Empire Cleaning Supply	Operations	Supplies	\$1,059.43
P0060325	Empire Cleaning Supply	Operations	Supplies	\$22,667.55
P0060326	Pak West	Operations	Supplies	\$27,586.43
P0060337	A-1 Office Plus	Public Information	Supplies	\$793.79

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P0060343	Offside Soccer	Health Sciences	Supplies	\$2,442.12
P0060345	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$562.20
P0060346	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$614.18
P0060355	Offside Soccer	Health Sciences	Fundraising	\$155.88
P0060410	Carolina Biological	Life Sciences	Supplies	\$152.10
P0060417	South Bay Regional Public Commun	Parking-Student Perm	New Equipment – Noninstruc.	\$571.78
P0060418	Hec Ramsey Enterprises	Parking-Student Perm	Supplies	\$581.30
P0060419	Micro Warehouse	Technical Services	Repairs Parts And Supplies	\$2,992.57
P0060421	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$1,270.73
P0060422	Entertainment Lighting Service	Ctr for Arts Product	Repairs Parts And Supplies	\$2,186.91
P0060432	Mass Press	Electronics	Supplies	\$67.12
P0060436	Boxlight	CADD	Supplies	\$250.56
P0060438	Curt Theobald	Construction Technol	Supplies	\$184.00
P0060440	Silvio's Photoworks	Construction Technol	Supplies	\$338.90
P0060442	Hearlihy & Company	CADD	Supplies	\$184.77
P0060446	Dion & Sons	Automotive Technology	Supplies	\$329.28
P0060451	Shi.Com	Facilities/Planning/	Software	\$2,147.68
P0060452	Orange County Speaker, Inc.	Art Department	Repairs Parts And Supplies	\$174.00
P0060453	A.E. Schmidt Co.	Grounds	Supplies	\$660.33
P0060454	Associated Photo Co.	Art Department	Supplies	\$470.56
P0060464	South Bay Plastics	Art Department	Supplies	\$215.42
P0060465	Westwood Building Supplies	Art Department	Supplies	\$623.60
P0060466	Laguna Clay Company	Art Department	Supplies	\$328.85
P0060470	Rembrandt Graphic Arts	Art Department	Supplies	\$1,145.59
P0060471	California Pro Sports	Physical Education	Supplies	\$1,461.05
P0060472	Offside Soccer	Physical Education	Supplies	\$1,021.79
P0060473	Carolina Biological	Life Sciences	Supplies	\$77.41
P0060477	Royal Astronomical Society	Astronomy	Other Books	\$89.31
P0060478	Johnson Books	Astronomy	Supplies	\$18.99
P0060487	Bulbs.Com	Physics	Supplies	\$614.26
P0060488	Rogers Athletic Co.	Health Sciences	Fundraising	\$4,901.50
P0060490	B.S.N. Sports	Physical Education	Supplies	\$1,016.80
P0060491	Scantron Corporation	Telecommunications	Repairs Noninstructional	\$600.00
P0060493	Golden West Industries	Art Department	Supplies	\$878.58
P0060494	Rockler	Art Department	Supplies	\$920.11
P0060495	Virco Manufacturing Corp.	CADD	Supplies	\$805.40
P0060504	Power Systems	Physical Education	Supplies	\$206.21
P0060514	West Coast Copy	Categorical Apportin	Student Survival Kits	\$4,510.00
P0060516	Xpedx Paper & Graphics	Copy Center	Supplies	\$347.27
P0060518	Johnson Company	Health, Safety	Supplies	\$34.72
P0060521	Engineered Packaging Solutions	Copy Center	Supplies	\$482.86
P0060527	A-1 Office Plus	DSPS	Supplies	\$184.01

P0060530	A-1 Office Plus	Americans W/Disabili	New Equipment – Noninstruc.	\$486.43
P0060533	Industrial Wholesale Electric	Physical Education	Supplies	\$272.27
P0060543	Academic Senate for California Co	VATEA Supplementary	Conferences Mgmt	\$675.00
P0060545	Acp Memberhsip	Humanities	Supplies	\$129.00
P0060546	College Media Advisers, Mj-30	Humanities	Supplies	\$135.00
P0069003	IFSC	Information Technolo	Group II Equipment	\$203,032.83
P0069009	Metronome, Inc. c/o IFSC	Information Technolo	Group II Equipment	\$11,654.00
P0069010	Archie Ivy, Inc.	Asphalt Resurfacing	Repairs Noninstructional	\$11,854.00
P0069012	Cosco Fire Protection Inc.	Facilities	Remodeling & Renovations	\$2,000.00
P0069013	Pacific Coast Floor Covering	Facilities	Remodeling & Renovations	\$566.10
P0069021	Industrial Wholesale Electric	North Gymnasium	Construction Material	\$717.41

Total :

86

\$426,533.87

B0058280	Hammel, Green & Abra	Science Complex Cons	Contract Services	\$69,640.00
B0060068	South Bay Regional	Parking-Student Perm	Maintenance Contracts	\$2,700.00
B0067008	C.W. Driver	Science Complex Cons	Architects And Engineers	\$156,068.56
B0067045	L.A.C.O.E.	Administrative Serv.	In-Service Training	\$2,500.00
B0067046	Gilbert's Bicycles	Parking-Student Perm	Supplies	\$500.00
B0067047	Airgas	Physics	Other Instr Supplies	\$500.00
B0067048	ECCD Petty Cash	Physics	Supplies	\$600.00
B0067049	ECCD Petty Cash	Parking-Student Perm	Supplies	\$3,000.00
B0067050	Airgas	Parking-Student Perm	Supplies	\$200.00
B0067051	Dean Peterson Db a 8	Specialty Beverage	PSA Contract Services	\$60,000.00
B0067052	Deborah L. Imonti	CACT COCCC	PSA Contract Services	\$65,000.00
B0067053	Akhilesh Gulati	Cact CA Employee Tra	PSA Contract Services	\$75,000.00
B0067054	James C. Wilson Db a:	Parking-Student Perm	PSA Contract Services	\$600.00
B0067055	Auguste Enterprises,	Contract Education	Contract Services	\$7,500.00
B0067057	McMaster - Carr Supp	Carpenter Shop	Supplies	\$4,500.00
B0067058	Westwood Building	Carpenter Shop	Supplies	\$2,000.00
B0067059	Universal Tool	Carpenter Shop	Supplies	\$500.00
B0067060	Somerville Plywood	Carpenter Shop	Supplies	\$2,000.00
B0067142	Industrial Wholesale	Electric Shop	Supplies	\$10,000.00
B0067143	Grainger	Electric Shop	Supplies	\$11,000.00
B0067144	Graybar Electric	Electric Shop	Supplies	\$10,000.00
B0067145	Aaa Motors	HVAC Shop	Supplies	\$4,900.00
B0067146	Allied Refrigeration	HVAC Shop	Supplies	\$4,800.00
B0067147	Applied Industrial	HVAC Shop	Supplies	\$4,500.00
B0067148	Cook Machine & Engin	HVAC Shop	Repairs Noninstructional	\$2,000.00
B0067149	W.W. Grainger, Inc.	HVAC Shop	Supplies	\$4,800.00
B0067150	George T. Hall	HVAC Shop	Supplies	\$4,800.00
B0067151	Johnstone Supply	HVAC Shop	Supplies	\$4,900.00
B0067152	Mcmaster-Carr Supply	HVAC Shop	Supplies	\$4,500.00

B0067153	Refrigeration Suppli	HVAC Shop	Supplies	\$4,800.00
B0067154	Smardan Supply Compa	HVAC Shop	Supplies	\$2,500.00
B0067155	Jones & Mayer	Parking-Student Perm	Self Insurance Legal Fees	\$1,500.00
B0067156	City of Torrance Rev	Parking-Student Perm	Other Services	\$4,000.00
B0067157	E.C.C. Public Inform	Parking-Student Perm	Reproduction – Noninstruc.	\$1,000.00
B0067158	Emergency Medical As	Parking-Student Perm	Other Services And Expense	\$1,000.00
B0067192	South Bay Center	WPLRC PIC Aerospace	Contract Services	\$1.00
B0067255	ECCD Petty Cash	Division Office Fine	Supplies	\$100.00
B0067256	E.C.C. Public Inform	Special Resource Cen	Fundraising	\$3,000.00
B0067257	Ace Overseas Educati	El Camino Language	Contract Services	\$480.00
B0067258	Nakamura Mokuzai Co.	El Camino Language	Contract Services	\$480.00
B0067259	ECCD Pty Csh	Administrative Serv.	Supplies	\$150.00
B0067260	E.C.C.C.D. Bookstore	Administrative Serv.	Supplies	\$150.00
B0067261	Enterprise	Earth Sciences	Transportation	\$3,020.00
B0067262	Industrial Wholesale	Machine Tool Tech	Supplies	\$1,200.00
B0067263	LONG BEACH Uniforms	Parking-Student Perm	Supplies	\$1,500.00
B0067264	University of Phoenix	Nursing	Supplies	\$1.00
B0067301	Robert J. Grajeda	Contract Training	PSA Contract Services	\$25,000.00
B0067302	Nicole Trigg	ATE-Articulation Par	PSA Contract Services	\$8,952.00
B0067353	David W. Megill	Ca Virtual Uni. 2nd	PSA Contract Services	\$1,200.00
B0067370	The Training Source	Contract Training	Contract Services	\$20,000.00
B0067371	Keenan & Associates	Institutional Service	Legal	\$27,956.00
B0067372	Entertainment Light	Ctr for Arts Product	Center For The Arts Tech.	\$1,000.00
B0067373	J & L Industrial Sup	Machine Tool Tech	Supplies	\$400.00
B0067374	Msc Industrial Suppl	Machine Tool Technol	Supplies	\$1,500.00
B0067375	M & K Metal Co.	Machine Tool Technol	Supplies	\$500.00
B0067376	Mcmaster-Carr Supply	Machine Tool Technol	Supplies	\$1,850.00
B0067377	J & L Industrial Sup	Machine Tool Technol	Supplies	\$2,000.00
B0067378	Industrial Pipe & St	Machine Tool Technol	Supplies	\$850.00
B0067379	Fry's Electronics	Machine Tool Technol	Supplies	\$400.00
B0067380	ECCD Petty Cash	Architectural Techno	Supplies	\$400.00
B0067381	Dieterich-Post Compa	Architectural Techno	Supplies	\$2,000.00
B0067382	ECCD Petty Cash	Administrative Of Ju	Supplies	\$200.00
B0067383	ECCD Petty Cash	Machine Tool Technol	Repairs Parts And Supplies	\$250.00
B0067384	Mcmaster-Carr Supply	Machine Tool Technol	Repairs Parts And Supplies	\$1,500.00
B0067485	Aquarium of the Paci	El Camino Language	Field Trip Expense	\$220.00
B0067486	Lisa's Bon Appetit	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$7,000.00
B0067487	Chauffeurs Unlimited	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$1,000.00
B0067488	Los Angeles Sentinel	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
B0067489	Kkjz-Fm/Pacific Publ	Ctr for Arts Promo	Multi Media Advertising	\$12,000.00
B0067490	Torrance Postmaster	Ctr for Arts Promo	Postage	\$10,000.00
B0067491	Torrance Hilton	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$2,000.00

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B0067492	Palos Verdes Peninsu	Ctr for Arts Promo	Multi Media Advertising	\$1,500.00
B0067493	Department of Justice	Human Resources	Other Services And Expense	\$5,000.00
B0067494	Ad Club	Human Resources	Multi Media Advertising	\$25,000.00
B0067495	ECC Cashier - Tuitio	WPLRC Technical Inst	Contract Services	\$20,000.00
B0067496	Board of Regents Wes	RITC 10/1/01 - 9/30	Contract Services	\$300.00
B0067497	Interphase Compter	WPLRC Technical Inst	Contract Services	\$1,800.00
B0067498	Anderson Saw Company	Construction Technol	Repairs - Instructional	\$500.00
B0067515	U.C.L.A. Center for Preh	Paramedic Academy	Contract Services	\$55,000.00
B0067518	Torrance Fire Depart	Fire Academy/Emergen	Contract Services	\$50,000.00
B0067522	City of El Segundo	Fire Academy/Emergen	Contract Services	\$24,000.00
B0067527	Law Offices of Larry	Institutional Service	Legal	\$2,500.00
B0067556	Atherton Christian	CalWORKs	Contract Services	\$1.00
B0067557	Maricopa Preschool	CalWORKs	Contract Services	\$1.00
B0067588	E.C.C. Public Inform	Title V-Activity 1	Supplies	\$800.00
B0067589	MCSI	Public Information	Supplies	\$700.00
B0067590	S & B Food Services	Health, Safety	Supplies	\$100.00
B0067591	S & B Food Services	Recruitment/School R	Supplies	\$2,000.00
B0067592	Functional Infosyste	Cact CA Employee Tra	Contract Services	\$6,000.00
B0067593	S & B Food Services	Parking-Student Perm	Supplies	\$800.00
B0067594	E.C.C. Public Inform	Student Affairs	ASB Exp.	\$400.00
B0067595	IAE Edu Net	El Camino Language	Contract Services	\$480.00
B0067596	Yuhak Bank, Ltd	El Camino Language	Contract Services	\$480.00
B0067597	Toyo Fashion Design	El Camino Language	Contract Services	\$480.00
B0067598	E-Z Lok	CITD Program Income	Contract Services	\$1.00
B0067599	Kater-Crafts Bookbin	Division Office Inst	Bookbinding	\$3,372.00
B0067618	Technology Mix	SBDC C02-0040 1/03	Contract Services	\$45,000.00
B0067619	Knorr Systems Inc.	Pool	Supplies	\$1,000.00
B0067620	L.A. County Ems Agen	Paramedic Academy	Contract Services	\$500,000.00
B0067621	ECCD Petty Cash	Geography	Supplies	\$150.00
B0067623	Monterey Graphics	El Camino Language	Printing	\$1,000.00
B0067624	Estwick & Associates	Foster Care Education	Contract Services	\$12,862.00
B0067625	Consolidated Disposa	Utilities	Waste Disposal	\$36,000.00
B0067626	Pacific Coachways	Health Sciences	Fundraising	\$5,000.00
B0067627	CSU Dominguez Hills	Nursing	Supplies	\$1.00
B0067628	Postmaster	Public Information	Postage	\$25,000.00
B0067629	Redondo Beach Rotary	Public Information	Dues And Memberships	\$700.00
B0067632	Westland Heating	Ed & Community Devel	Repairs Noninstructional	\$3,000.00
B0067633	Acurid (Orkin Exterm	Ed & Community Devel	Pest Control	\$1,320.00
B0067634	City of Hawthorne	Ed & Community Devel	Waste Disposal	\$2,400.00
B0067635	ADT Security Service	Ed & Community Devel	Other Services And Expense	\$480.00
B0067637	ECCD Petty Cash	Counseling Office	Supplies	\$1,000.00
B0067638	E.C.C. Child Dev.	CCAccessMeansParent	Contract Services	\$32,609.00

B0067639	E.C.C. Public Inform	Student Affairs	Supplies	\$1.00
B0067640	E.C.C. Public Inform	CalWORKs	Printing	\$500.00
B0067641	California Department	CDC	Contract Services	\$1.00
B0067642	Hammel, Green & Abra	Science Complex Cons	Contract Services	\$15,000.00
B0067643	Medical Institute of	Human Resources	Other Services And Expense	\$5,000.00
B0067644	Sharin K. Nakayama	DSPS	PSA Contract Services	\$2,000.00
B0067645	Chongro Overseas Edu	EI Camino Language	Contract Services	\$480.00
B0067647	International Educat	EI Camino Language	Contract Services	\$1,000.00
B0067648	ECCD Petty Cash	Division Office Math	Supplies	\$400.00
B0067649	KZLA - Emmis Communi	Ctr for Arts Promo	Multi Media Advertising	\$19,000.00
B0067650	Keenan & Associates	Purchasing and Busin	Contract Services	\$16,000.00
B0067651	Mt. Wilson Fm Broadc	Ctr for Arts Promo P	Multi Media Advertising	\$12,000.00
B0067653	State of California	Cact CA Employee Tra	Contract Services	\$1.00
B0067654	California Manufactu	Contract Training	Contract Services	\$1.00
B0067656	Transamerica Occiden	Purchasing and Busin	Excess Insurance	\$600.00
B0067657	California State Uni	Ca Virtual Uni. 2nd	Contract Services	\$1.00
B0067658	Enterprise	Life Sciences	Transportation	\$950.00
B0067659	ECCD Petty Cash	Astronomy	Supplies	\$250.00
B0067660	ECCD Petty Cash	Discovery Series	Supplies	\$800.00
B0067661	Shannon Company	Facilities/Planning/	Other Services And Expense	\$1,251.00
B0067662	S & B Food Services	EOP&S Maint of Effor	Supplies	\$1,252.00
B0067663	Kirk's Diesel	P4E INGLEWOOD FIRE	Repairs - Instructional	\$4,000.00
B0067664	Hi-Tech Emergency	P4E INGLEWOOD FIRE	Repairs - Instructional	\$1,500.00
B0067665	Fail Safe Testing	P4E INGLEWOOD FIRE	Repairs - Instructional	\$1,800.00
B0067666	Brenton Safety	P4E INGLEWOOD FIRE	Repairs - Instructional	\$5,000.00
B0067667	Van Lingen Body Shop	P4E INGLEWOOD FIRE	Waste Disposal	\$600.00
B0067668	Jack's Recycling	P4E INGLEWOOD FIRE	Waste Disposal	\$800.00
B0067669	ECCD Petty Cash	P4E INGLEWOOD FIRE	Supplies	\$1,200.00
B0067670	Sparkle Sanitary Sup	P4E INGLEWOOD FIRE	Supplies	\$1,700.00
B0067671	Allstar Fire Equipme	P4E INGLEWOOD FIRE	Supplies	\$9,000.00
B0067672	Southland Lumber	Fire Tech Donations	Supplies	\$5,000.00
B0067673	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food Vouch	\$10,000.00
B0067674	S & B Food Services	Title V CSUDH	Supplies	\$900.00
B0067675	E.C.C.C.D. Bookstore	Title V CSUDH	Supplies	\$750.00
B0067676	E.C.C. Public Inform	Title V CSUDH	Reproduction - Noninstruc	\$2,500.00
B0067677	Acurid (Orkin Exterm	Operations	Pest Control	\$1,700.00
B0067678	ECCD Petty Cash	Community Advancement	Supplies	\$500.00
B0067679	Cedars-Sinai Medical	Paramedic Academy	Contract Services	\$1.00
B0067680	EI Camino College	VP-SCA	Supplies	\$336.34
B0067681	ECCD Petty Cash	EOPS CARE	Supplies	\$100.00
B0067682	Links Sign Language	DSPS	Contract Services	\$1,500.00
B0067683	Quick Caption	DSPS	Contract Services	\$500.00

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

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Measure E

I. INFORMATION

A. Final Budget – 2003-04 GENERAL OBLIGATION BOND FUND

INCOME

<u>Account Number</u> 2004 Final	<u>Description</u>	<u>2001-2002 Actual</u>	<u>2002-03 Actual</u>	<u>2003-</u>
BEGINNING BALANCE JULY 1		0	0	61,040,889
<u>INCOME</u>				
	<u>LOCAL INCOME</u>			
8860	Interest	0	302,575	1,000,000
8880	Proceeds from Bond	0	<u>63,700,000</u>	<u>0</u>
TOTAL INCOME		0	<u>64,002,575</u>	<u>1,000,000</u>
TOTAL BEGINNING BALANCE & INCOME		0	64,002,575	62,040,889
		=	=====	=====

EXPENDITURES/APPROPRIATIONS

5100	Consulting Services	0	0	2,000,000
6120	Building/Site Improvement	0	0	1,639,500
6400	New Equipment	<u>0</u>	0	4,096,084
1	Interfund Transfer to Capital Outlay	0	1,505,533	0
1	Interfund Transfer to General Fund	<u>0</u>	<u>1,456,353</u>	<u>0</u>
TOTAL EXPENDITURES/APPROPRIATIONS		0	2,961,686	7,735,584(1)
NET ENDING BALANCE/RESERVES		<u>0</u>	<u>61,040,889</u>	<u>51,305,305</u>
GRAND TOTAL – EXPENDITURES/ ENDING BALANCE/RESERVES		0	64,002,575	62,040,889
		=	=====	=====
(1)	Master Planning	\$2,000,000		
	Science Complex	1,639,500		
	Equipment	<u>4,096,084</u>		
		<u>\$7,735,084</u>		

B. Preliminary 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 will be revised as needed, when project scopes and timelines are 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.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS		
<u>Additional Classrooms and Modernization (ACM)</u>		
Acquisitions (0201)	5,000,000	
Architectural Barrier Removal Phase 2 (0202)	1,529,000	
Athletic Education and Fitness Complex (0203)	15,718,000	
Bookstore/Cafeteria Conversion to Administration (0204)	10,700,000	
Business Building Replacement (0205)	10,700,000	
Central Plant (0206)	14,274,000	
Child Development Center Phase 2 (0207)	2,525,000	
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	
Fire Academy Structure (0209)	791,375	
Fire Program Facility (0210)	123,000	
Health Occupations and Wellness Center (0211)	12,200,000	
Humanities Complex Replacement (0212)	20,500,000	
Learning Resource Center Addition (0213)	7,100,000	
Manhattan Beach Blvd. Parking Structure (0214)	10,400,000	
Remodeling Phase One (0215)	17,461,625	
Remodeling Phase Two (0216)	8,715,875	
Remodeling Phase Three (0217)	20,000,000	
Reproduction and Publishing Center (0218)	668,000	
Science Complex Renovation (0219)	3,986,000	
Student Services and Activities Renovation (0220)	20,300,000	
Temporary Space and Relocation Costs (0221)	2,000,000	
Vocational Building and Manhattan Beach Blvd. Entry (0222)	11,500,000	
Reserve for Contingencies (0299)	7,339,027	
Total Additional Classrooms and Modernization		204,630,902
<u>Campus Site Improvements: Accessibility, Safety/Security (CSI)</u>		
Asphalt Resurfacing - All Lots (0301)	400,000	
Emergency Generators and Distribution (0302)	1,400,000	
Emergency Power to Security Lighting (0303)	175,000	
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	
Fencing Replacement and Additions (0305)	375,000	
Landscaping and Irrigation System Replacements (0306)	2,540,000	
Lighting - Redondo Beach Blvd. (0307)	230,000	
Lighting - Upgrade/Replace All Lots (0308)	2,500,000	
Lot F Parking Structure Improvements (0309)	1,632,000	
Lot H Parking Structure (0310)	10,400,000	
Paving Replacement - All Walks and Driveways (0311)	2,187,000	

Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	
Security Video (0313)	180,000	
Voice/Data/Signal Site Duct Bank (0314)	1,200,000	
Reserve for Contingencies (0399)	4,734,548	
Total Campus Site Improvements: Accessibility, Safety/Security		28,435,148
<u>Energy Efficiency Improvements (EEI)</u>		
Energy Efficiency Improvements Phase One (0401)	9,184,855	
Energy Efficiency Improvements Phase Two (0402)	4,496,995	
Reserve for Contingencies (0499)	3,137,248	
Total Energy Efficiency Improvements		16,819,098
<u>Health and Safety Improvements (HSI)</u>		
Administration (0501)	3,736,372	
Art & Behavioral Sciences (0502)	5,046,800	
Art North Wing (0503)	1,119,716	
Auxiliary Warehouse (0504)	105,042	
Campus Theatre (0505)	1,814,262	
Chilled Water System (0506)	3,574,600	
Communications (0507)	1,359,812	
Construction Technology (0508)	1,140,822	
Domestic Water System (0509)	2,488,800	
Facilities and Receiving (0510)	1,046,150	
Fire Alarm (0511)	286,700	
Firelines (0512)	3,580,700	
Hazardous Materials Abatement (0513)	2,400,000	
Heating Water System (0514)	1,252,330	
Library (0515)	2,326,540	
Marsee Auditorium (0516)	5,225,992	
Math & Computer Sciences (0517)	4,330,512	
Music (0518)	2,832,840	
Natural Gas System (0519)	341,600	
North Gymnasium (0520)	2,145,126	
Physical Education and Men's Shower (0521)	2,462,936	
Planetarium (0522)	285,480	
Pool and Health Center (0523)	2,018,573	
Primary Electrical Distribution System (0524)	18,934,400	
Reimbursements (0525)	1,800,000	
Security Systems (0526)	1,363,350	
Sewer System (0527)	1,964,200	
Social Sciences (0528)	1,807,918	
South Gymnasium (0529)	733,586	
Storm Drain System (0530)	481,656	
Technical Arts (0531)	1,891,976	
Women's Shower and Locker (0532)	2,918,484	
Reserve for Contingencies (0599)	1,190,001	
Total Health and Safety Improvements		84,007,276
<u>Information Technology and Equipment (ITE)</u>		
Behavioral and Social Sciences (0601)	579,077	
Business (0602)	1,123,650	
Facilities Planning and Services (0603)	1,818,724	
Fine Arts (0604)	2,805,096	

Health Sciences and Athletics (0605)	1,203,993	
Humanities (0606)	607,033	
Industry and Technology (0607)	1,771,641	
Information Technology (0608)	14,557,510	
Instructional services (0609)	4,665,775	
Math (0610)	688,661	
Natural Sciences (0611)	3,002,285	
Nursing (0612)	252,651	
Student and Community Advancement (0613)	567,500	
Phase II, III, IV Purchases (0697)	17,025,000	
Installation Contingency (0698)	4,464,194	
Reserve for Contingencies (0699)	3,541,949	
Total Information Technology and Equipment		58,674,739
<u>Physical Education Facilities Improvements (PEFI)</u>		
Baseball Field (0701)	1,091,800	
North Field (0702)	481,600	
Sand Volleyball Courts (0703)	12,300	
Reserve for Contingencies (0799)	363,601	
Total Physical Education Facilities Improvements		1,949,301
		\$394,516,464

C. **Equipment/Technology Expenditures** - The following table reports the status of equipment purchases as of August 31, 2003, compared with the approvals reported at the August 18, 2003 meeting.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Behavioral & Social Science	61,038	0	61,038
Business	505,750	0	505,750
Fine Arts	379,300	0	379,300
Health Science & Athletics	286,553	0	286,553
Humanities	207,251	0	207,251
Industry & Technology	494,133	0	494,133
Learning Resources	490,484	0	490,484
Mathematical Sciences	242,547	0	242,547
Natural Sciences	545,757	0	545,757
Total Instructional Equipment	3,212,813	0	3,212,813
<u>Technology</u>			
Information Technology Services	514,652	199,214	315,438

Total Technology	514,652	199,214	315,438
Other Equipment			
Admissions & Records	146,855	58,834	88,051
Counseling	3,109	0	3,109
CalWorks	3,150	0	3,150
EOP&S	2,825	0	2,825
Facilities Planning & Services	186,000	0	186,000
Health Center	18,700	0	18,700
Financial Aid	1,600	0	1,600
Assessment & Testing	850	0	850
Inglewood Center	5,500	0	5,500
Total Other Equipment	368,619	58,834	309,785
Grand Total	4,096,084	258,048	3,838,036

II. APPROVAL

A. TRANSFER OF FUNDS TO CHILD DEVELOPMENT CENTER

It is recommended that the Board of Trustees approve the transfer of \$12,825 from the General Obligation Bond Fund to the Child Development Center fund to match the \$15,675 in state funds to be received as a grant from the California State Department of Education for the purchase of playground equipment. Acceptance of the grant was approved at the July 21, 2003 meeting.

B. CHANGE ORDER – NATURAL SCIENCE COMPLEX RENOVATION

It is recommended that the Board grant the Director of Facilities Planning and Services the authority to process a change order to obtain construction services to renovate the areas described below. The amount of the change order is not to exceed \$800,000.

- Chemistry Building – Redevelop a Faculty Office suite and design two computer resource classrooms
- Physics Building – Renovate the stockroom and machine shop finishes and systems.
- Natural Sciences Building – Redevelop the second floor faculty suite and design a general biology lab on the second floor.

State funding for the Natural Science Complex Renovation project was approved based upon the need to eliminate life and health safety hazards that existed within the buildings. Some areas were excluded from the renovation funding since hazards were not present. Recognizing the desirability of upgrading these areas to be consistent with the adjacent spaces, the May 2002 Facilities Needs Report included the need to renovate these areas.

At its May 19, 2003 meeting, the Board of Trustees approved the award of a design contract to provide architectural and engineering services to prepare design, contract drawings and specifications for the renovation of three areas in the Natural Science Complex that were not included in the original renovation project's scope of work.

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.

<u>P.O. Number</u>	<u>Vendor Name</u>	<u>Site Name</u>	<u>Description</u>	<u>P.O. Cost</u>
P0060141	Westwood Building Materials	Facilities/Planning	Construction Material	603.60
P0060142	Seers Lumber Company, Inc.	Facilities/Planning	Construction Material	543.48
P0060203	Fancy Floors	Facilities/Planning	Construction Material	671.61
P0069004	South Bay Heating	Facilities/Planning	Remodeling & Renov.	22,400.00
P0069012	Cosco Fire Protection Inc.	Facilities/Planning	Remodeling & Renov.	2,000.00
P0069013	Pacific Floor Covering	Facilities/Planning	Remodeling & Renov.	566.10
P0069015	Southern California Edison	Facilities/Planning	Contract Services	15,000.00
P0069020	Teg Lvi	Facilities/Planning	Buildings: Hazardous	4,150.00
TOTAL:				\$45,934.79

<u>BPO Number</u>	<u>Vendor Name</u>	<u>Site Name</u>	<u>Description</u>	<u>P.O. Cost</u>
B0069011	Herk Edwards, Inc.	Facilities/Planning	Contract Services	202,920.00
B0069014	Psomas	Facilities/Planning	Contract Services	49,600.00
TOTAL:				\$252,520.00
TOTAL POs and BPOs:				\$ 298,454.79

B. CHANGE ORDERS

No change orders for August, 2003.

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

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B. Classified Professional Growth	5
C. Resolution – Equivalence to Minimum Qualifications.....	5
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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-22, 1-4, 1-2 and 1-2.

Certificated Personnel:

1. Employment – Ms. Margarita Gonzalez, full-time/temporary Counselor of CalWORKS/EOPS, Class III, Step 9, to be paid 50% by CalWORKS and 50% by CalWORKS DPSS (Department of Public Social Services) Grant, effective August 28, 2003 through June 30, 2004.
2. Employment – Ms. Kelly Ann Clark, full-time temporary instructor of Radiologic Technology, Class II, Step 5, effective August 28, 2003 through June 13, 2004.
3. Employment – Ms. Christiana Baskaran, full-time temporary instructor of Nursing, Class II, Step, 4, effective August 28, 2003 through June 30, 2004.
4. Employment – Ms. Joyce Wise, full-time temporary instructor of Nursing, Class II, Step 4, effective August 28 through December 20, 2003.
5. Change in Salary – Ms. Karen Burchett, full-time instructor of English, from Class II, Step 9, to Class IV, Step 9, effective August 28, 2003.
6. Amend Change in Salary – Ms. LeValley Pattison, full-time instructor of Physical Education, instead of Class III, Step 5, should be Class III, Step 7, effective August 28, 2003.
7. Amend Reassignment – Ms. Cheryl Kroll, full-time instructor of English, to work as Teacher Education Program Counselor (TEP) not Coordinator, 50%, Class III, Step 13, effective August 28, 2003 through June 13, 2004
8. Personal Leave of Absence (100%) – Ms. Cynthia A. Bredek, full-time instructor of Mathematics, effective August 28, 2003 through August 27, 2004.
9. Medical Leave of Absence (100%) – Ms. Carmen Hunt, full-time instructor of Speech, effective August 28, 2003 through February 16, 2004.
10. Medical Leave of Absence (100%) – Ms. Kathleen Murphy, full-time instructor of English, effective August 28, 2003 through December 21, 2003.
11. Change in Assignment – Mr. Tom Lew, Dean of Humanities, who is temporarily assigned as Special Assistant to the Vice President – Academic Affairs, will now be temporarily reassigned to Dean of Fine Arts, effective September 2, 2003 through June 30, 2004.

12. Change in Assignment – Ms. Cynthia Mosqueda, full-time bilingual Counselor, to be paid 50% by Counseling and 50% by Title V, effective October 1, 2003 through September 30, 2004.
13. Change in Assignment – Ms. Ruth Banda-Ralph, full-time faculty coordinator, to be paid 50% by Title V, and 50% by Enrollment Services, effective October 1, 2003 through September 30, 2004.
14. Special Assignment – Ms. Jolene Combs and Ms. Lori Medigovich, full-time instructors in Humanities, to be hired for Journalism/Student Publications lab supervision, to be paid \$36.79 an hour, total not to exceed \$4,415 each, effective September 8 through December 21, 2003, in accordance with the Agreement, Article X, Section 13(a).
15. Special Assignment – Mr. Jack Selph, part-time instructor of Construction Technology, to teach Not-for-Credit Community Education classes, to be paid at 35% of final student enrollment, effective July 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
16. Special Assignment – The following instructors to participate in new First Year Experience (FYE) and linked learning communities, staff development, training workshops, and course collaboration for FYE and linked courses, effective September 2 through December 19, 2003, to be paid \$24.53 an hour, not to exceed \$800 and upon submission of a final report on June 30, 2004, per Title V – Hispanic Service Institutions Grant – FYE Program funds, in accordance with the Agreement, Article X, Section 14(a):

Full-time:

Stacey Allen	Susan Gates
Jennifer Annick	Brent Isaacs
Jan Ball	Barbara Jaffe
Susan Baxter	Bettye Littles
Susan Corbin	Peter Marcoux
Allison DeVaney	Inna Newbury
Susan Duncan	Cynthia Silverman
Karen Forney	Terry Spearman
Kenneth Gaines	

Part-time:

Jeannine Barba
Tisa Casas
Natalina Monteiro

17. Special Assignment – Dr. Nitza Llado, full-time instructor to participate in First Year Experience Program (FYE) faculty training seminars, learning community workshops, and course collaboration for FYE programs, effective September 2, **September 8, 2003 Human Resources – Administrative Services 2**

2003 through June 30, 2004, to be paid 49.05 an hour, not to exceed \$3,924 and upon submission of a final report on June 6, 2004, per title V – Hispanic Service Institutions Grant – FYE Program fund, in accordance with the Agreement, Article X, Section 14(a).

18. Special Assignment – Ms. Susan Dever, full-time Faculty Coordinator in Learning Resources, to negotiate with conference exhibitors for the California Virtual Campus, to be paid \$49.05 an hour, not to exceed \$5,000, effective October 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 14(c). Assignment to be funded from CVC Grant funds.
19. Stipend Assignment – Ms. Dawn Guzman, full-time instructor of Radiologic Technology, to coordinate the Rad Tech Program as Acting Program Coordinator, effective September 2, 2003 through June 30, 2004, to be paid \$5,000 Fall 2003, \$5000 Spring 2004 and \$2000 for Summer 2004, in accordance with the Agreement, Article X, Section 14(a).
20. Employment – Ms. Brenda J. Jackson, part-time/on-call Counselor be hired as needed, not to exceed 24 hours per week, effective September 1, 2003 through June 30, 2004, in accordance with Article X, Section 9(e).
21. Employment – The following part-time/temporary instructors to be hired on an as-needed basis effective for the Fall 2003 semester.

Counseling

Brenda Jackson

Fine Arts

Elizabeth Atherton

Joseph Bonanno

Health Sciences & Athletics

Lucinda Bramlett

Jonathan Brownlee

Carmen Saunders

Humanities

Stanley Fitch

Sudepa Gulati

Yvette Hawley

Dalia Juarez

Anne Koen

Debra Lorango

Heidi Neu

Jelena Savina

Jenny Simon

Quyen Phung

22. Employment – The following part-time/substitute instructor to be hired on an as-needed basis effective for the Fall 2003 semester.

September 8, 2003 Human Resources – Administrative Services 3

Industry & Technology
Gordon Grenier

Classified Personnel:

1. Personal Leave 4.15% – Ms. Kathleen Collins, 83.33% Secretary, Range 25, Step E, Humanities Division, Academic Affairs Area, effective September 2 through December 21, 2003.
2. Personal Leave of Absence 5% - Ms. Katherine Conley, 75% Lab Attendant, Range 19, Step E, Industry and Technology Division, Academic Affairs Area, effective September 2 through December 21, 2003.
3. Change in Classification – Ms. June Curtis, from Civic Center Specialist, to Facilities Program Specialist, Range 32, Step E, Facilities Planning and Services Division, Administrative Services Area, effective August 19, 2003.
4. Amend Employment – Ms. Sharin Nakayama, Lead Interpreter Specialist, Range 38, Step A, Special Resources Center/Health Sciences & Athletics Division, Academic Affairs Area, effective September 2, instead of September 1, 2003.

Special Project Temporary Administrators:

1. Re-employment – Ms. Judith Norton, Special Project Temporary Administrator, California Virtual Campus, Academic Affairs Area, to be paid \$266 a day, Range 5, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$54,175 effective October 1, 2003 through June 30, 2004.
2. Re-employment – Mr. Tony Sotos, Special Project Temporary Administrator, California Virtual Campus, Academic Affairs Area, to be paid \$266 a day, Range 5, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$52,136, effective October 1, 2003 through June 30, 2004.

Temporary Classified Service Employees:

1. The following individuals to work as Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, as needed, effective September 9 through June 30, ~~2003~~ 2004:
Cheryl Graue Hee Jin Kim
2. The following individuals to work as Program Clerk, Range 17, Step A, Fine Arts Division, Academic Affairs Area, as needed, effective September 9 through June 30, ~~2003~~ 2004:
Karen Hoopes Magdalena Hughes

* President Fallo read in changes at Board Meeting.

September 8, 2003 Human Resources – Administrative Services 4

A. CLASSIFIED PROFESSIONAL GROWTH

It is recommended that the Board ratify/approve the attendance of the following classified employee's conference and/or seminar paid from the Classified Professional Growth Fund as listed below:

Cal State Dominguez Hills Fall'03 Semester: Contemporary Moral and Ethical Issues - June Curtis. Sep.13 – Nov. 8, 2003. \$400.00 maximum.

California Association for Post-Secondary Education and Disability (CAPED) – Conference – Anaheim, October 13-15, 2003, JoAnn Madden, Sharin Nakayama and Cheryl Peacock. \$400.00 maximum per employee.

Webster University Fall'03 Semester: Principles of Finance, Rancho Palos Verdes, CA - Terry Newman. Sep. 19 – Dec.7, 2003. \$400.00 maximum.

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Business
Vincent DeLuca

Bruce Legg

D. 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:

Beverly Boyce
Stuart Boyce
Anna L. Bromley
Maria Cohen
Arthur Eades
Rita Hull
Josephine Judson
Rose Marie Jaikowski
Anna Lane
Sidel Myers
A.Y. Olds
Gertrude Oliver
Pat Rippe
Cecilia Rosenthal
Jack Scharf
Carol Scharf
Anna Steuwer
Nancy Turner
Irene Warren
Patricia Weimer
Jeanne Wilson
Sharon Yee

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

A. TravelPage 1

A. Travel

It is recommended that the Board approve the following travel with no loss of salary, transportation and necessary expenses paid:

1. California Community Colleges 2003 Fall Leadership Conference
Thomas M. Fallo, October 2, 2003, Sacramento, California
2. Community College League of California Annual Convention
Nathaniel Jackson, November 20-22, 2003, Oakland, California
3. Community College League of California Annual Convention
Thomas M. Fallo, November 20-22, 2003, Oakland, California