

**Agenda, Monday, September 9, 2002**  
**4 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of August 19, 2002**
- III. Presentations- (none)**
- IV. Public Hearing and Adoption- 2002-2003 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, None*
  - C. Student and Community Advancement  
*See Student & Community Advancement Agenda, Pages 1-24*
  - D. Administrative Services  
*See Administrative Services Agenda, Pages 1 – 12*  
*See Human Resources Agenda, Pages 1 – 9*
- VI. Other Action Items**
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
  - A. Board of Trustees Report
  - B. President’s Report
  - C. Academic Senate Report
- IX. Closed Session**
  - A. Existing Litigation, Brown Act Section 54946.9
    - 1. Case BS 047821
  - B. Personnel Matters, Brown Act Section 54957
    - 1. Personnel Matters – 1 Case

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
AGENDA FOR THE REGULAR BOARD MEETING  
MONDAY, SEPTEMBER 9, 2002**

**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; Capital Outlay Projects Fund; Property and Liability Self Insurance Fund; Dental Self Insurance Fund; Bookstore Fund; Cafeteria Fund; and Child Development Fund for the 2002-03 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 August 30, 2002.

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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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B. Facilities Master Plan.....	1

A. **STUDENT FIELD TRIP**

It is recommended that the Board approve the following student field trip coordinated through the El Camino College Language Academy. The purpose of the trip is to provide student enrichment.

September 13, 2002 – Destyn LaPorte, Long Beach Aquarium of the Pacific, Long Beach, California. Estimated students 35. Depart 2pm; return 7pm. Transportation by bus.

B. **FACILITIES MASTER PLAN**

It is recommended that the Board approve the Facilities Master Plan as presented with the understanding that the Plan is a living document and changes could occur over the life of the plan. The committee for development of the Facilities Master Plan met several times with Debra Shepley, the architect, to identify facilities needs and goals for the Master Plan. The Master Plan provides support for the list of projects that have been identified for the Bond.

**FACILITIES MASTER PLAN** is not available electronically. This document is available for viewing in the office of the Vice President – Student and Community Advancement and also in the President’s Office.

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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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**\*\* Item E was withdrawn and no substitutions were made.**

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

It is requested that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2002.

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

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

The report for June 30, 2002, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2001-02  
Quarter Ended (Q1) June 30, 2002**

<u>General Fund</u>	<u>2001-02 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<b>INCOME</b>			
Federal	\$3,207,432	\$3,116,041	97.15%
State	54,348,069	57,658,426	106.09%
Local	33,979,778	33,481,319	98.53%
Interfund Transfers	<u>350,000</u>	<u>380,989</u>	108.85%
Total Income	\$91,885,279	\$94,636,775	102.99%
<b>APPROPRIATIONS</b>			
Academic Salaries	\$38,956,674	\$40,008,900	102.70%
Classified Salaries	23,939,925	26,418,129	110.35%
Staff Benefits	10,863,526	11,244,594	103.51%
Supplies/Books	2,797,830	2,646,462	94.59%
Other Operating Expenses	10,384,175	9,501,496	91.53%
Capital Outlay	3,667,869	2,383,923	64.99%
Other Outgo	<u>1,214,000</u>	<u>1,128,148</u>	92.93%
Total Appropriations	\$91,823,999	\$93,331,652	101.64%

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

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

- 1. Center for Cultural Innovation – The Small Business Development Center, in partnership with the Center for Cultural Innovation (CCI), will provide entrepreneurial training and business counseling for self-employed arts and entertainment professional, small to midsize arts businesses and non-profit arts and entertainment companies. January 1 – December 31, 2002. Projected income \$75,000. Estimated expenses \$75,000.
- 2. Pacific Environment & Safety – Provide various non-credit instruction for the Workplace Learning Research Center’s (WpLRC) Standards for Training Certification and Watch Keeping and Hazmat Training Programs. July 15, 2002 to June 30, 2003. Cost not to exceed \$50,000.

**C. BID 2002-07/5-YEAR COPIER LEASE**

It is recommended that the Board approve the lease of one (1) high-speed copier to Xerox Corporation, as an upgrade to the current leased copier in the Copy Center.

The authority for the lease of the Xerox DC490SL copier/printer is made possible through the (piggybacking) provision of the Foundation for Community Colleges Contract #0715927-00. Xerox shall buyout current lease and accept as a trade-in the currently installed leased Xerox DC265 copier. The length of contract shall be sixty (60) months beginning on September 1, 2002 and extend through August 31, 2007 with a one dollar (\$1.00) purchase option after sixty (60) months. All parts, labor and supplies with the exclusion of paper and staples are included in the monthly lease payment of \$2,463.85

Annual cost: \$30,000.00

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

**D. CONTRACTS – CHANGE ORDERS**

<u>West-Star Construction Inc.</u>	Cost: \$1,491.71
El Camino College:	Account: 41-55130-00-710000-9714
Portable Classroom Installation Site and Utilities	
8-26-02	
Contract Coordinator: Janet Clarke	

#1/Add cost to re-work fixtures and install new ballasts in computer lab



E. **REVISED BOARD POLICY –SECOND READ AND ADOPTION**

It is recommended that the Board adopt the following revised Board Policy and approve deletion of the one it replaces. These were presented for a first reading at the last meeting.

<b><u>Revised Policy # (adopt)</u></b>	<b><u>Replaces # (delete)</u></b>
7400 Travel	4332

\*\* Item E was withdrawn and no substitutions were made.

## Board Policy 7400

## Travel

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

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

All travel outside the United States must be approved in advance by the Board.

\*\* Item E was withdrawn and no substitutions were made.

El Camino College Policy  
Adopted:

Replaces Board Policy # 4332

This page left intentionally blank. Old board policy 4332 is not available electronically.

## **F. PURCHASE ORDERS**

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

**Run Date**  
**8/27/02**

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

**Meeting Date : 09-09-2002**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>Cost</b>
P0050003	Hopkins Fulfillment Services	English	Supplies	\$59.07
P0050033	TRC	Information Technology	Computer Software Account	\$316.36
P0050114	Community College League of Calif	Parking-Student Perm	Supplies	\$17.60
P0050146	Survey Systems, Inc.	P4E9900 DIRECTOR INS	Supplies	\$2,616.51
P0050239	Dell Marketing L. P.	Fiscal Services	Supplies	\$258.72
P0050245	Mayo Marketing Ideas	Recruitment/School	Supplies	\$940.59
P0050248	Virco Manufacturing Corp.	Replace South Gym Bl	Site Improvements	\$2,002.45
P0050252	Center for Academic Development	TITLE V - ECC Indivi	Supplies	\$209.45
P0050253	Boise Cascade	Technical Services	Repairs Parts And Supplies	\$162.38
P0050254	Good Deal Pc	Technical Services	Repairs Parts And Supplies	\$362.90
P0050273	Hi Line Electric Company	Electric Shop	Supplies	\$366.18
P0050275	Certified Office Equipment Co.	Information Technolo	Supplies	\$40.95
P0050350	Teaching Strategies, Inc.	CDC	Books & Supplies Pool	\$96.47
P0050352	Boca Systems, Inc.	Ctr for Arts Ticket	Supplies	\$2,160.17
P0050353	Rose Brand	Ctr for Arts Product	Supplies	\$1,786.13
P0050357	Rose & Tuck, Llc	TTIP Total Cost of O	Contract Services	\$1,215.28
P0050358	Spitz Space Systems, Inc.	Astronomy	Maintenance Contracts	\$4,610.00
P0050359	Acurid (Orkin Exterminators)	Operations	Pest Control	\$565.00
P0050360	Adroit Enterprises	EOPS	Repairs Noninstructional	\$90.00
P0050361	El Camino College Warehouse	Automotive Technolog	Supplies	\$43.80
P0050362	Art Search	Ctr for Arts Product	Publications Periodicals	\$150.00
P0050363	Arch Wireless	Telecommunications	Other Services And Expens	\$4.50
P0050364	Easyspooler	Telecommunications	Maintenance Contracts	\$1,000.00
P0050365	League for Innovation In the Comm	Ca Virtual Uni. 2nd	Conferences Other	\$1,050.00
P0050366	Salome Heyward & Associates	DSPS	Conferences Mgmt	\$250.00
P0050367	Ahead Umass Boston	DSPS	Dues And Memberships	\$150.00
P0050368	Scrid	DSPS	Dues And Memberships	\$31.25
P0050369	Caped	DSPS	Dues And Memberships	\$234.00
P0050370	Lrp Publications Dept. 170, 747 D	DSPS	Publications Periodicals	\$212.00
P0050371	BOSS Imaging Solutions	Admissions/Records	Maintenance Contracts	\$4,680.00
P0050372	Hector Salazar	Ctr for Arts Promo.	Supplies	\$284.00

P0050373	Adara	DSPS	Dues And Memberships	\$55.00
P0050374	Council for the Advancement	DSPS	Supplies	\$35.00
P0050375	El Camino College Warehouse	EOPS	Supplies	\$76.78
P0050376	El Camino College Warehouse	Ctr for Arts Ticket	Supplies	\$105.00
P0050377	El Camino College Warehouse	Parking-Student Perm	Supplies	\$357.50
P0050378	ECC Wplrc/Culinary Arts	Information Tech.	Conferences Mgmt	\$31.12
P0050379	California State University	TTIP Total Cost	Contract Services	\$43,277.00
P0050380	Greater Los Angeles Council	DSPS	Dues And Memberships	\$25.00
P0050382	Karcher Environmenal	Hazmat Disposal	Other Services And Expense	\$1,800.00
P0050383	Gunther Athletic Service	Physical Education	Supplies	\$1,904.13
P0050384	Monterey Graphics	International Studen	Multi Media Advertising	\$3,147.91
P0050385	Physicians' Desk Reference	Parking-Student Perm	Supplies	\$86.49
P0050386	Monterey Graphics	Fire Academy/Emergen	Supplies	\$38.97
P0050389	Wilmad Glass	Chemistry	Supplies	\$162.89
P0050391	Psychological Corporation	DSPS	Supplies	\$133.04
P0050392	Perkin Elmer	Chemistry	Supplies	\$133.60
P0050393	Cole Parmer Instrument Co	Chemistry	Supplies	\$258.54
P0050394	Sigma-Aldrich	Chemistry	Supplies	\$814.01
P0050395	Safety West	Chemistry	Supplies	\$1,448.04
P0050396	Westwood Building Supplies	Install Soundprooфин	Site Improvements	\$565.47
P0050398	Yamaha Golf Cars	Automotive Shop	Supplies	\$668.95
P0050399	Borden Decal Co., Inc.	Parking-Student Perm	Supplies	\$1,213.51
P0050400	Eagle Dataware	Telecommunications	Supplies	\$1,650.00
P0050401	Printer Works	Technical Services	Repairs Parts And Supplie	\$594.47
P0050404	American Express Travel Related S	VP-SCA	Conferences Mgmt	\$208.50
P0050405	Delphin Computer Supply	Division Ofc Student	New Equipment - Noninstru	\$157.92
P0050406	Coach Automart Auto Body	Facilities/Planning/	Repairs Noninstructional	\$891.04
P0050407	Sterling Technical Services	Fine Arts	Supplies	\$426.00
P0050408	Joyce Littrell	Fine Arts	Supplies	\$98.97
P0050409	William Georges	Fine Arts	Supplies	\$63.81
P0050410	Waterboy Sports, Inc.	Radiologic Tech Dona	Supplies	\$344.70
P0050411	Commission on Accreditation of AI	Resp Therapy	Dues And Memberships	\$300.00
P0050412	West Group	VP-SCA	Publications/ Periodicals	\$111.50
P0050413	Asbdc Annual Conference	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$450.00
P0050414	Gaylor Opryland Hotel	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$525.00
P0050415	Department of Health Services	Rad Tech	Dues And Memberships	\$100.00
P0050418	Information Today, Inc.	Division Office Inst	Library Books	\$305.05
P0050419	Geil Kilns Company	Art Department	Computer Software Account	\$993.41
P0050420	Aardvark Clay and Supplies	Art Department	Computer Software Account	\$1,807.47
P0050421	Beagle Easel	Art Department	Computer Software Account	\$346.40
P0050422	El Camino College Warehouse	Title V CSUDH-Ecc HS	Supplies	\$487.80
P0050424	The Rp Group	Planning/ Research	Dues And Memberships	\$300.00
P0050425	Air	Planning/ Research	Dues And Memberships	\$115.00
P0050428	Consortium of Southern Calif Coll	Recruitment/School	Dues And Memberships	\$175.00
P0050429	Glen Ivy Hot Springs	Teen Parent Academy	Supplies	\$945.00
P0050431	The Country Inn	Health Sciences	Liabilities/Fundraising	\$1,277.10
P0050432	The Country Inn	Health Sciences	Liabilities/Fundraising	\$1,079.10
P0050433	CPR Industries, Inc.	Facilities/Planning	Repairs Noninstructional	\$15,327.17
P0050434	Ncs Perason	Admissions/Records	Supplies	\$2,973.50
P0050435	Right Time Sports	Physical Education	Supplies	\$323.05
P0050436	Rpw Services Inc.	Grounds	Site Improvements	\$720.00

P0050437	B.S.N. Sports	Physical Education	Supplies	\$841.49
P0050439	Wilson Racquet Sports	Physical Education	Supplies	\$1,948.50
P0050441	Computerland of Silicon Valley	Information Tech.	Computer Software Account	\$428.93
P0050442	All Phase Environmental, Inc.	MCS Cooling Tower	Contract Services	\$12,175.00
P0050443	Fancy Floors	Hazmat Disposal	Other Services And Expense	\$1,526.33
P0050444	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$4,680.00
P0050445	Boise Cascade	VATEA Supplementary	Supplies	\$166.71
P0050448	Lanier Worldwide, Inc.	SBDC Program Income	Supplies	\$71.58
P0050450	Riverside Publishing Company	English	Supplies	\$272.98
P0050451	Virco Manufacturing Corp.	Division Office Huma	Supplies	\$2,121.70
P0050453	El Camino College Warehouse	CalWORKs	Supplies	\$63.00
P0050454	Gym Equipment Maintenance	V.P. Academic Affairs	Repairs - Instructional	\$1,312.41
P0050455	Epos Corporation	Information Tech.	Maintenance Contracts	\$6,531.00
P0050456	Delphin Computer Supply	Ca Virtual Uni. 2nd	Supplies	\$39.79
P0050458	Best Buys	00-01 P4E INGLEWOOD	Supplies	\$47.39
P0050460	Staples Inc	00-01 P4E INGLEWOOD	Supplies	\$540.58
P0050462	Card Imaging	00-01 P4E INGLEWOOD	Supplies	\$453.83
P0050463	Paradise Awards	Renovations/Seat Res	New Equipment - Instructi	\$13.91
P0050464	Los Angeles Air Conditioning Inc.	Facilities/Planning	Repairs Noninstructional	\$13,464.00
P0050465	Speciality Coffee Association	Contract Training	Dues And Memberships	\$255.00
P0050466	El Camino College Warehouse	Financial Aid	Supplies	\$399.00
P0050467	El Camino College Warehouse	Ca Virtual Uni. 2nd	Supplies	\$55.00
P0050468	Verisign	Contract Education	Dues And Memberships	\$649.00
P0050469	Pollstar	Ctr for Arts Product	Publications Periodicals	\$339.00
P0050470	Ecc Food Service-Catering	VATEA Supplementary	Conferences Mgmt	\$871.41
P0050471	Ecc Food Service-Catering	Counseling Office	Supplies	\$460.00
P0050472	American Express Travel	SBDC T&C 1/1/02 to 1	Transportation/ Mileage	\$520.50
P0050473	Xpedx	Warehouse	Inventory	\$9,690.54
P0050475	Tru West Inc	Resp Therapy	Supplies	\$2,743.57
P0050476	Ken Mays	Fire Tech Donations	Supplies	\$480.00
P0050477	Minolta Business Systems, Inc.	Community Advancemen	Supplies	\$51.14
P0050478	Image IV Systems	Division Office Huma	Supplies	\$155.88
P0050479	S. Saelig Gallagher	Ctr for Arts Promo	Supplies	\$200.00
P0050480	Palos Verdes Peninsula Newa	Fine Arts	Supplies	\$243.00
P0050481	Taunton Direct, Inc.	Construction Tech.	Publications Periodicals	\$59.95
P0050482	El Camino College Warehouse	Foundation	Supplies	\$84.00
P0050483	CMX California Metal-X	Art Department	Supplies	\$2,359.46
P0050484	Lyon Supply Company	Art Department	Computer Software Account	\$3,349.56
P0050485	Golden West Industries	Art Department	Computer Software Account	\$173.20
P0050486	Otto Bindery	Fine Arts	Supplies	\$528.26
P0050487	SPRINGCO EQUIPMENT	Physical Education	Supplies	\$1,801.61
P0050488	Aureli Flags	Presidents Office	Supplies	\$365.89
P0050489	El Camino College Warehouse	CIS	Supplies	\$189.00
P0050491	Adrian Vega	TITLE V - ECC Indivi	Supplies	\$600.00
P0050492	Parks Sports Center	Parking-Student Perm	Supplies	\$6,800.41
P0050494	Perform Better	Physical Education	Supplies	\$280.22
P0050495	Collegiate Pacific	Physical Education	Supplies	\$691.44
P0050496	Armstrong Medical Industries	Physical Education	Supplies	\$529.39
P0050497	HI Corporation	Physical Education	Supplies	\$1,102.17
P0050499	Volleyball One	Physical Education	Supplies	\$2,426.85
P0050500	B & L Crane	Facilities/Planning	Repairs Noninstructional	\$150.00

P0050501	A-1 Office Plus	Public Information	Supplies	\$1,099.46
P0050503	El Camino College Warehouse	Facilities/Planning	Supplies	\$113.66
P0050504	AMI Electrical & Telecom, Inc.	Replace South Gym Bl	Site Improvements	\$1,200.00
P0050506	Universal Tool	Physics	Repairs - Instructional	\$129.70
P0050507	Colorado Time Systems	V.P. Academic Affairs	Repairs - Instructional	\$265.21
P0050508	Joseph Georges	Ca Virtual Uni. 2nd	Conferences Other	\$777.49
P0050509	Crystal Fuentes	Teen Parent Academy	Other Services And Expense	\$682.64
P0050510	Crystal Fuentes	Teen Parent Academy	Supplies	\$206.00
P0050512	Rio Hondo College District	License for On-Line	License Fee/Site Licenses	\$3,000.00
P0050513	Cerro Coso College/Cvc4	License for On-Line	License Fee/Site Licenses	\$3,750.00
P0050515	Mayer Lab	Physical Education	Supplies	\$170.88
P0050516	Hugger Mugger	Fine Arts Dept Donat	Supplies	\$140.76
P0050517	Ball Dynamics International	Fine Arts Dept Donat	Supplies	\$905.41
P0050518	Fitness Wholesale	Fine Arts Dept Donat	Supplies	\$152.57
P0050519	Sportime	Fine Arts Dept Donat	Supplies	\$690.06
P0050520	Ballet Barres	Fine Arts Dept Donat	Supplies	\$2,009.34
P0050521	E.C.C.C.D. Bookstore	Accounting Use Only	Other Services And Expense	\$241.40
P0050522	El Camino College Warehouse	Division Office Fine	Supplies	\$247.46
P0050523	Association of Performing Arts	Division Office Fine	Conferences Mgmt	\$1,400.00
P0050525	Nafsa Region Xii Conference	International Student	Conferences Mgmt	\$450.00
P0050532	Crystal Fuentes	Early Start Program	Supplies	\$540.81
P0050533	Crystal Fuentes	Early Start Program	Supplies	\$461.53
P0050534	Ecc Food Service-Catering	SRC High Tech Donati	Miscellaneous	\$355.06
P0050536	Inx International Ink Co.	Copy Center	Supplies	\$158.46
P0050537	Xpedx Paper & Graphics	Copy Center	Supplies	\$364.54
P0050538	El Camino College Warehouse	Copy Center	Supplies	\$1,998.50
P0050539	El Camino College Warehouse	EOPS	Supplies	\$5.32
P0050544	Joe Castellon	VATEA I&T	Supplies	\$1,345.65
P0050547	Rose Brand	Ctr for Arts Product	Repairs Parts And Supplies	\$644.09

**Total :**

**162**

**\$224,210.25**

B0057623	Experian	SBDC Program Income	Other Services And Expense	\$1,500.00
B0057624	Peterson's Hydraulic	Automotive Technology	Repairs - Instructional	\$1,000.00
B0057626	Rotary Club of Del	Presidents Office	Dues And Memberships	\$2,000.00
B0057627	ECCD Petty Cash	Astronomy	Supplies	\$750.00
B0057628	So-Cal Airgas	Chemistry	Other Instr Supplies	\$350.00
B0057629	ECCD Petty Cash	Chemistry	Supplies	\$400.00
B0057630	Darby Drug Co	Health Services	Direct Supp	\$2,500.00
B0057631	Moore Medical Corp	Health Services	Direct Supp	\$10,000.00
B0057632	Danone Waters of Nor	Health Services	Direct Supp	\$1,000.00
B0057633	Surviving in Recover	VP-SCA	Contract Services	\$425.00
B0057634	William E. Brady	Purchasing and Busin	PSA Contract Services	\$7,500.00
B0057635	Wombo Inc.	Ca Virtual Uni. 2nd	Contract Services	\$14,160.00
B0057636	Estwick & Associates	00-01 Early Steps	Contract Services	\$16,448.00
B0057637	Abbey Tools	Construction Tech.	Supplies	\$1,500.00
B0057638	Anderson Saw Company	Construction Tech.	Supplies	\$800.00
B0057641	U.S. Healthworks	Human Resources	Other Services And Expense	\$1,200.00
B0057642	E.C.C.C.D. Bookstore	EOPS	EOP&S Book Service	\$280,000.00
B0057643	Anthony Otegbulu	School to Career 10	PSA Contract Services	\$2,400.00
B0057645	Jessie M. Cruz	School to Career 10	PSA Contract Services	\$1,800.00
B0057646	Kathy Givens	School to Career 10	PSA Contract Services	\$5,100.00
B0057647	Susan L. Oslin	School to Career 10	PSA Contract Services	\$11,700.00

September 9, 2002

Administrative Services – 10

B0057648	Christa Percival	School to Career 10	PSA Contract Services	\$2,400.00
B0057649	Dayvon Beavers	School to Career 10	PSA Contract Services	\$2,160.00
B0057650	Donald D. Megill	Ca Virtual Uni. 2nd	PSA Contract Services	\$5,000.00
B0057651	Reggie Moore	School to Career 10	PSA Contract Services	\$5,100.00
B0057652	Medical Processor	Rad Tech	Maintenance Contracts	\$2,000.00
B0057654	Airgas	Wellness Center	Supplies	\$350.00
B0057655	Airgas	Resp Therapy	Supplies	\$320.00
B0057656	Medical Institute	Human Resources	Other Services And Expense	\$4,000.00
B0057657	E.C.C. Public Inform	Student Affairs	Due to Other Funds/Invest	\$600.00
B0057659	Nolo Press	Division Office Inst	Library Books	\$250.00
B0057660	West Group	Division Office Inst	Library Books	\$11,500.00
B0057661	Bowker/Reed Elsevier	Division Office Inst	Library Books	\$1,650.00
B0057662	Brodart Co	Division Office Inst	Library Books	\$500.00
B0057663	The Gale Group	Division Office Inst	Library Books	\$5,600.00
B0057664	Lexis Nexis	Division Office Inst	Library Books	\$6,800.00
B0057665	Midwest Library Serv	Division Office Inst	Library Books	\$12,000.00
B0057666	Routledge	Division Office Inst	Library Books	\$1,265.00
B0057667	Building Adolescent	CalWORKs	CalWORKs Off Campus Work	\$1.00
B0057668	Triple 8 Network	CalWORKs	Contract Services	\$1.00
B0057669	E.C.C. Public Inform	CalWORKs	Printing	\$500.00
B0057670	Airgas	Hazmat Transportatio	Gasoline	\$1,000.00
B0057671	American Management	Contract Education	Supplies	\$5,000.00
B0057672	Keenan & Associates	Purchasing and Busin	Contract Services	\$8,000.00
B0057673	Western Scientific	Health Services	Repairs Noninstructional	\$400.00
B0057674	Merck Human Health	Health Services	Direct Supp	\$2,500.00
B0057675	Jom Pharmaceutical	Health Services	Direct Supp	\$3,000.00
B0057676	Unilab	Health Services	Contract Lab Services	\$27,000.00
B0057677	Wyeth-Ayerst	Health Services	Direct Supp	\$2,000.00
B0057678	Oragon, Inc.	Health Services	Direct Supp	\$1,500.00
B0057679	Hemacue	Health Services	Direct Supp	\$600.00
B0057680	Pharmedix	Health Services	Direct Supp	\$5,000.00
B0057681	Airgas Alameda	Health Services	Direct Supp	\$500.00
B0057682	Smith Family Child C	CalWORKs	Contract Services	\$2.00
B0057683	Hoodman Corporation	CalWORKs	Contract Services	\$1.00
B0057684	Der Kinder Garden	CalWORKs	CalWORKs Off Campus Work	\$1.00
B0057685	The Community Colleg	CalWORKs	Contract Services	\$1.00
B0057686	Atherton Christian	CalWORKs	Contract Services	\$1.00
B0057687	Community Legal Serv	CalWORKs	Contract Services	\$1.00
B0057688	E.C.C. Public Inform	FOSTER CARE EDUCATIO	Reproduction Instruction	\$1,200.00
B0057689	ECCD Petty Cash	FOSTER CARE EDUCATIO	Supplies	\$500.00
B0057690	ECCD Petty Cash	FOSTER CARE EDUCATIO	Supplies	\$500.00
B0057691	ECCD Petty Cash	CalWORKs	Supplies	\$750.00
B0057692	ECCD Petty Cash	CalWORKs	Supplies	\$750.00
B0057693	ECCD Petty Cash	TANF	Supplies	\$750.00
B0057694	ECC BOOKSTORE	CalWORKs	Supplies	\$3,000.00
B0057696	Special Service for	WPLRC Technical Inst	Contract Services	\$1.00
B0057697	Liebert Cassidy Whit	Institutional Service	Legal	\$40,000.00
B0057698	Anne Guptill	Ca Virtual Uni. 2nd	PSA Contract Services	\$6,700.00
B0057699	Neil Minami	School to Career 10	PSA Contract Services	\$5,000.00
B0057700	Navigator Press	Ctr for Arts Promo.	Supplies	\$4,000.00
B0057701	Brenton Safety	P4E INGLEWOOD FIRE	Repairs - Instructional	\$5,000.00



B0057702	E.C.C. Public Inform	Future Teachers Conf	Reproduction – Noninstruc.	\$700.00
B0057703	Torrance Fire Depart	Paramedic Academy	Contract Services	\$1.00
B0057704	The Log Newspaper	(STCW) Standards	Multi Media Advertising	\$8,000.00
B0057705	Providence Health	Paramedic Academy	Contract Services	\$1.00
B0057706	ECCD Petty Cash	Inglewood One Stop	Supplies	\$500.00
B0057707	ECCD Petty Cash	Torrance One Stop	Supplies	\$1,000.00
B0057708	Cedars-Sinai Medical	Paramedic Academy	Contract Services	\$1.00
B0057709	E.C.C. Child Dev.	VTEA Child Development	Contract Services	\$6,000.00
B0057710	Workboat	(STCW) Standards for	Multi Media Advertising	\$4,500.00
B0057711	Allstar Fire Equipment	P4E INGLEWOOD FIRE	Supplies	\$8,000.00
B0057712	Hawthorne Police Dept.	Administrative Of Ju	Contract Services	\$25,000.00
B0057713	Redondo Beach Police	Administrative Of Ju	Contract Services	\$25,000.00
	<b><i>Total :</i></b>	<b>84</b>		<b>\$627,891.00</b>
	<b><i>Total POs and BPOs :</i></b>	<b>246</b>	<b><i>TOTAL :</i></b>	<b>\$852,101.25</b>

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

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## **A. EMPLOYMENT AND PERSONNEL CHANGES**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-22 and 1-14.

1. Pre-retirement – Ms. Medora Wildenberg, full-time instructor of Art, effective to work a reduced load of 66 2/3% for five years beginning Fall 2002 through Spring 2007.
2. Amend Employment – Mr. Thomas James Noyes, full-time instructor of Oceanography to Class V, Step 4 instead of Class 4, Step IV, effective August 28, 2002.
3. Employment – Mr. Mits Yamashita, full-time/temporary instructor of Boxing, Class I, Step 9, effective August 29, 2002 through December 21, 2002.
4. Change in Salary – Ms. Traci Granger, full-time instructor of Physical Education, from Class III, Step 12, to Class IV, Step 13, Academic Salary Schedule, effective September 27, 2002.
5. Change of Assignment – Ms. Stephanie Rodriguez, full-time Counselor/Puente in Counseling to Acting Learning Communities Coordinator in Humanities, effective September 10, 2002 through June 30, 2003.
6. Change of Assignment – Ms. Victoria Martinez, full-time/temporary Counselor to work 50% Career Counselor and 50% Puente Program Counselor, effective September 3, 2002 through June 30, 2003.
7. Amend Special Assignment – Ms. Barbara Budrovich, full-time instructor of English, to serve as instructor of record for the Writing Center’s English 100 non-credit course, to be paid \$35.60 an hour, not to exceed \$3,844.80 (instead of \$3,738) effective June 16 through July 25, 2002, in accordance with the Agreement, Article X, Section 14(a).
8. Special Assignment – Mr. Robert Engler, part-time instructor of Fire and Emergency Technology, to provide instruction in the Fire Academy, to be paid \$35.60 an hour, not to exceed \$2,000, effective September 10 through December 20, 2002, in accordance with the Agreement, Article X, Section 9(l).
9. Special Assignment – Dr. Bruce Fitzpatrick, part-time instructor of Astronomy, to review student requests for prerequisites and repeat clearances and assist Dean as needed, to be paid \$42.02 an hour, not to exceed \$7,000, effective September 9 through December 22, 2002, in accordance with the Agreement, Article X, Section 9(l).
10. Special Assignment – The following full-time instructors in Humanities to be hired for 8 hours a week for 16 weeks each semester for Journalism/Student Publications lab supervision, to be paid \$35.60 an hour, effective during the 2002-2003 academic year, in accordance with the Agreement, Article X, Section 13(a).

Jolene Combs

Lori Medigovich

11. Special Assignment – The following part-time instructors in Humanities to work in the Foreign Language Tutorial Lab for the Fall 2002 semester, to be paid \$35.60 an hour, in accordance with the Agreement, Article X, Section 9(d).

Mildred Drake

Carolina Perez

12. Special Assignment – Ms. Chris Jeffries, full-time Counselor to develop, implement and coordinate the counselor’s in-person registration schedule for both the Fall 2002 and Spring 2003 semester, to be paid \$35.60 an hour, not to exceed \$697.60 per semester or \$1,395.20 for the academic year, in accordance with the Agreement, Article X, Section 14(a).
13. Special Assignment – Dr. Robert Pielke, full-time instructor of Philosophy, to conduct technology training sessions for Staff Development to be paid \$47.47 an hour, not to exceed \$600, effective September 17 through October 1, 2002, in accordance with the Agreement, Article X, Section 14(a).
14. Special Assignment – Mr. Robert Hersh, part-time instructor of Film/Video, to develop and produce a pilot information/promotion video program for use by El Camino College, to be paid \$47.47 an hour, not to exceed 65 hours, effective August 26, 2002, in accordance with the Agreement, Article X, Section 9(l).
15. Special Assignment – The following instructors are to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center – Enrollment Services Division, effective July 1, 2002 through June 30, 2003, to be paid \$22.96, not to exceed 8 hours per week, in accordance with the Agreement, Article X, Section 14(a).

Gina Burgess

Zahid Hossain

Ummey Salma

16. Special Assignment – Dr. Nitza Llado, full-time instructor of English as a Second Language (ESL) to participate in First Year Experience (FYE) Program faculty training seminars, learning community workshops and course collaboration for FYE programs, effective September 3, 2002 through June 6, 2003, to be paid \$47.47 an hour, not to exceed \$4,747 and upon submission of a final report on June 6, 2003, per Title V – Hispanic Serving Institutions Grant, in accordance with the Agreement, Article X, Section 14(a).
17. Special Assignment – Mr. Lars Kjeseth, full-time instructor of Mathematics, to work on Science for Future Elementary School Teachers Project (FEST), to be paid \$47.47 an hour, not to exceed \$7,975, effective September 10, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
18. Special Assignment – Ms. Madeleine Carteron, full-time Counselor, to work on Science for Future Elementary School Teachers Project (FEST), to be paid \$47.47 an hour, not to

exceed \$7,975, effective September 10, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).

19. Special Assignment – The following part-time instructors of Mathematics to work as certificated tutors as part of the PFE Grant, Maximizing Math Potential, to be paid \$35.60 an hour, effective September 3, 2002 through December 22, 2002, in accordance with the Agreement, Article X, Section 9(l).

Name	Weeks	Not to Exceed
Simon Yun	3	1,709
Beyenne Bayssa	2	1,140
Mark Burgin	9	5,600
Manolita Formanes	2	1,140
Raymond Ho	4	2,279
Jung Woo	2	1,140
Mohammad Rahnvard	10	5,696
Ellis Shamash	2	1,400
Remo Ciccone	3	1,709
James Taylor	20	11,392
Ronald Wax	2	1,140
Rich Wong	2	1,140
Christie Yang	2	1,140

20. Stipend Assignment – The following full-time instructors to serve as co-leaders/website anchors for California Virtual College (CVC) Professional Development Center web communities in their respective fields, effective July 1, 2002 through June 30, 2003, to be paid \$300 after the 1<sup>st</sup> quarter; \$300 after the 2<sup>nd</sup> quarter; \$300 after the 3<sup>rd</sup> quarter and \$600 after the 4<sup>th</sup> quarter and receipt of report for a total of \$1,500, in accordance with the Agreement, Article X, Section 14(a).

Moon Ichinaga  
Robert Pielke

David Pierce  
Claudia Striepe

21. Employment –The following part-time/substitute instructor to be hired as needed for the 2002 Fall Semester.

Mathematical Sciences  
Amy Farell

22. Employment – The following part-time/temporary instructors to be hired as needed for the 2002 Fall Semester.

Behavioral and Social Sciences  
Marc Mestyaneck  
Natalina Monteiro

Fine Arts

Stephen Robertson

Health Sciences & Athletics

Rodney Mansfield

Humanities

Barbara Beaupre

Agnes Davies

Leonora De Avila

Yvette Gabaldon

Marie-Laure Hinton

Denise Kron

Francesca Leardini

Joyce Mills

Mary Mills

Christina Patterson

Reid Sagara

Steven Simpson

Christopher Stevens

Industry & Technology

Robert Engler

Sharon Higgins

Mary Lewis

Philip Reno

Mathematical Sciences

Susanne Bucher

Remo Ciccone

Bruce Dovner

Winfred Ferrell

Wilfredo Flores

Megan Granich

Jose Martinez

Mehdi Mirfattah

Jacquelyn Sims

Er-Xiang Wang

Jung Woo

Natural Sciences

Catherine Crouch

Dennis Pilien

Marcos Pinho

Karah Street

Yves Tan

**Classified Personnel:**

1. Retirement – Ms. Lois Morris, Night Custodian, Range 18, Step E, Facilities Planning and Services Division, Administrative Services Area, effective October 18, 2002, and that a plaque be prepared and presented to her in recognition of her service to the District since 1987.
2. Resignation – Mr. Maximino Pena, Toolroom/Instructional Equipment Attendant, Range 24, Step E, Industry and Technology Division, Academic Affairs Area, effective August 27, 2002.
3. Personal Leave of Absence 10% - Ms. Ruth Sanchez, Assistant to Vice President, Range 12, Step E, (Confidential Salary Schedule), Administrative Services Area, effective September 3 through December 22, 2002.

4. Stipend – Ms. Maria Carnovale, Project Specialist, Range 32, Step C, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, to be paid an additional \$400 a month for additional work assumed, effective August 1 through December 31, 2002.
5. Stipend - Ms. Laura Landry, Administrative Assistant II, Range 31, Step E, Planning, Research and Development Division, Student and Community Advancement Area, to be paid \$50 an hour, not to exceed \$1250, upon submission of a final report on December 20, 2002, for developing materials in Spanish for the First Year Experience Program.
6. Work Out of Classification – Mr. Carl Turano, Night Custodian, Range 18, Step D, to Stock Clerk, Range 22, Step D, Facilities Planning and Services Division, Administrative Services Area, effective October 1 through December 31, 2002.
7. Extend Work Out of Classification – Mr. Ruben Baeza, Skilled Trades Assistant, Range 28, Step E, to Electrician, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 1, through December 31, 2002.
8. Extend Work Out of Classification - Mr. Victor Flores, Stock Clerk, Range 22, Step E, to Skilled Trades Assistant, Range 28, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective October 1 through December 31, 2002.
9. Extend Work Out of Classification - Mr. Oscar Colon, Night Custodian, Range 18, Step E, to Groundskeeper/Gardener I, Range 22, Step D, Facilities, Planning and Services Division, Administrative Services Area, effective October 1 through December 31, 2002.
10. Extend Work Out of Classification – Mr. Mosese Tuitibou, Night Custodian, Range 18, Step E, to Groundskeeper-Gardener I, Range 22, Step D, Facilities Planning and Services Division, Administrative Services Area, effective October 1 through December 31, 2002.
11. Extend Work Out of Classification – Ms. Urania Yuan, Secretary, Range 25, Step B, to Human Resources Technician I, (Confidential Salary Schedule) Range 4, Step B, Human Resources Division, Administrative Services Area, effective October 1 through December 31, 2002.

#### Temporary Classified Personnel

12. Employment – Ms. Destyn LaPorte, Special Project Administrator, ECLA Manager, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective September 3, 2002 through June 30, 2003, to be paid \$249 a day, Range V, Step 1 of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$53,950.
13. Change in Assignment - Mr. Roman Sandoval III, to work as a substitute Telecommunications Technician, Range 37, Step A, Information Technology Services

Division, Administrative Services Area, effective August 15 through September 15, 2002.

14. The following short-term employees for service on an as needed basis for the 2002-2003 fiscal year effective October 1 through December 31, 2002:

Luis Bonilla	Teresa Nunez
Pauletta Conway	Nina Oshio
Jaqueline Hampton	Ramon Parra
Darrick Jackson	Nathaniel Phillips
Lewis Latka	Tammy Starnes
Jack Martin	Michael Westbrook

**B. 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:

CCSCCU 2<sup>nd</sup> Annual Conference, Cal Poly, Pomona, CA - James Hilgeman. Oct. 18, 2002.  
\$244.00 plus mileage.

Fall 2002 Community College Counselor Conference, Pasadena Convention Center, Pasadena, CA - Dianne Martinez. Sep. 25, 2002. \$50.00 plus mileage

Fall '02 Semester: Marymount-Webster Univ.: Business Law II. Palos Verdes, CA - Terry Newman. Sep. 14-Dec. 8, 2002. \$400.00 maximum.

LERN Annual Conference 2002, Orlando, FL. Terry Newman. Dec. 3-7, 2002. \$100.00 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 instructor to teach in the designated discipline(s) during employment at El Camino College:

Marcos Pinho – Biological Sciences

Er-Xiang Wang - Mathematical Sciences

D. **NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS – EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO POLICE OFFICERS ASSOCIATION**

It is recommended that the Board schedule a Public Hearing and Adoption of the following subjects for negotiations at its meeting scheduled for October 21, 2002. The current contract terminates December 31, 2002. This represents the interests of both the District and the P.O.A. in articles to be negotiated.

Article IV Rights of ECCPOA:  
Section 1 – Dues Deduction  
Section 3 – Access to Bulletin Boards  
Section 8 - Use of Telephone Service  
Section 9 – Use of District Personnel During Workday  
Section 12 - Other Committees

Article V Hours of Service:  
Section 1 – Work Week  
Section 2 – Work Day  
Section 3 – Work Schedules

Article VI Compensation:  
Section 1 – Salary  
Section 2 – Overtime  
Section 3 – Court Guarantee Pay  
Section 9 – Shift Pay Differential  
Section 10 – Mileage  
Section 11 – Educational Stipend  
- Bilingual Pay  
- Anniversary Increments  
Section 12 - Attendance Incentive Program  
Section 13 – Field Training Officer Assignment Pay/Add COPS

Article VII Employment Status:  
Section 6 – Trainee  
Section 7- Reserve Officer

- Article VIII Performance Evaluation:
- Article IX Paid Leaves:
  - Section 6 – Military Duty Leave
  - Section 12 – Expanded Use of Sick Leave
- Article X Unpaid Leaves:
  - Section 3- Military Leave
  - Section 4 – Personal Leave
- Article XI Vacations:
  - Section 1 – Vacation Allowance
  - Section 3 – Entitlement to Vacation
  - Section 5 - Scheduling
- Article XII Holidays:
  - Section 1- Holiday Calendar
  - Section 3 - Scheduling
- Article XIII Insurance Benefits:
  - Section 4- Dependent Coverage
- Article XV Retirement
- Article XVII General Provisions:
  - Section 6 – Political Activities
  - Section 7 – Professional Growth
  - Section 8 – Educational Reimbursement Program
- Article XIX Safety
- Article XXII Agreement Conditions and Duration:
  - Section 5 – Wage Re-opener

Additionally, there may be other clarifying issues identified.

The ECCPOA would also like to discuss Minimum Staffing and Light Duty. These issues do not fit into any existing Article or Section.

In accordance with a process that respects the interests of both parties, the E.C.C.P.O.A. would like to identify the following interests:

- morale
- fairness and equity

- recognition
- continued standard of living
- job security
- safe working conditions
- control of personal life
- consistency
- peace of mind
- continuity of contract

**E. VOLUNTEERS**

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

Roslyn Adams

Kari Brody

Marios Kordatos

Rarin Linpisal

Shomara Lopez

Randy McDonald

Yoshihide Ogisu

Michael Peace

Robert Rivera

Michael VanOverbeck

Tami Wall

