

Agenda, Monday, October 8, 2001
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of September 10, 2001**
- III. Public Hearing: none**
- IV. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-3
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1 - 5
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 22
See Human Resources Agenda, Pages 1 – 19
 - E. Superintendent/President
See Superintendent/President Agenda, Page 1
- V. Public Comment on Non-Agenda Items**
- VI. Oral Reports**
 - A. Board of Trustees Report
 - B. President’s Report
 - C. Academic Senate Report
- VII. Closed Session**
 - A. Labor Relations, Brown Act 54957.8
 - 1. American Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
 - B. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 2 Cases

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

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B. Conference Attendance – Fall 2001	1
C. Curriculum Change – Effective 2001-2002 Academic Year	1
D. Proposed Curriculum Changes – Effective 2002-2003 Academic Year	2
E. Instructional Field Trips – Fall 2001	2

A. CENTER FOR THE ARTS PRESENTATION – 2001/2002

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

Performance

2001-02

Payee Change

1. **Funny Girl** November 17, 2001 \$27,500

Payable to: Candlewood International, L.L.C.

(Note: Previously Board approved March 19, 2001, payable to Mainstage Management, Inc.)

B. CONFERENCE ATTENDANCE – FALL 2001

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

1. Dr. Judy Kasabian – American Mathematical Association of Two-Year Colleges, Toronto, Canada, for the period November 14-18, 2001, in order to present a session on Writing Competitive Proposals: A Joint Effort by Faculty and a Grants Coordinator. Cost to the District is \$650.
2. Professor Leonard Wapner – American Mathematical Association of Two-Year Colleges, Toronto, Canada, for the period November 14-18, 2001, in order to present a session entitled, “A Top Down Look at the Banach-Tarski Paradox.” Cost to the District is \$650.

C. CURRICULUM CHANGE – EFFECTIVE 2001-2002 ACADEMIC YEAR

It is recommended that the Board approve the curriculum correction listed below. It should be noted that the information submitted for a change to the catalog description for Music 7, approved by the Board on May 21, 2001, was incorrect.

1. Music 7 – Exploring Music in Education
This course is designed to ~~enable~~ **introduce music to** students interested in elementary ~~school~~ education ~~to introduce music in the classroom~~. It will be comprised of the fundamentals of music, singing, and playing the recorder, rhythm and accompanying instruments. Also included will be music listening skills and an introduction to music of different cultures and styles.

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

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

MATHEMATICAL SCIENCES DIVISION

NEW COURSE

1. Computer Science 4 – Computer Science Programming in C#
Units: 4 Lecture: 3 hours Lab: 3 hours Faculty Load: 35%
Prerequisite: Computer Science 1 with a minimum grade of C or equivalent
Credit, not degree applicable
This course will introduce the student to the C# (C Sharp) computer programming language and the .NET framework. Students will write computer science programs using the C# language. Associated topics in the .NET framework will also be covered.

CHANGE IN CERTIFICATE OF COMPLETION

1. Computer Science
Computer Science 1, 2; three courses from Computer Science 3, 4, 5*, 10*, 15P, 25*, 30, 35, 40, 45, 55, Mathematics 210
*only one of Computer Science 5, 10 or 25 may be counted toward the certificate. At least 16 units for this certificate must be completed at El Camino College.
Total units: 20

E. INSTRUCTIONAL FIELD TRIPS – FALL 2001

It is recommended that the Board approve the following instructional field trips for Fall 2001:

1. September 29, 2001 – Professor Jeanne Bellemin – Biology 12 Class, estimated students 14, Zuma Canyon, Malibu – depart 5:00 a.m., return 1:00 p.m. – Van transportation.
2. October 26-29, 2001 – Professor Matthew Ebiner – Geography 50Cabc Class, estimated students 25, Yosemite National Park and Sierra Nevada – depart 8:00 a.m. (10/26), return 8:00 p.m. (10/29) – Van transportation.
3. November 1, 2001 and November 2, 2001 – Professor Janet Young – Careers in Childcare Program, estimated students 15, National Association for the Education of Young Children Conference, Anaheim – depart 8:00 a.m., return 5:00 p.m. – Bus transportation.

4. November 3-4, 2001 – Professor Jeanne Bellemin – Biology 12 Class, estimated students 14, Deep Canyon Mammal Trapping Trip, Palm Desert – depart 8:00 a.m. (11/3), return 3:00 p.m. (11/4) – Van transportation.

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. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the Transfer and Career Center, First Year Experience, Project Success and Puente. The purposes of the trips are to provide university and career opportunities as well as provide students with cultural enrichment. The following are additional faculty/staff who may be drivers or chaperones for university, career and/or cultural tours: Lisa Raufman, Ken Gaines, Tri Le, Bill Cooper, Trevor Rodriguez, Lori Losorelli.

September 28, 2001 – Van Nguyen – Post Elementary School, Garden Grove, California. Estimated students 15. Depart 8am; return 2pm. Transportation by vans.

October 5, 2001 – Stephanie Rodriguez – University of California at Los Angeles, Los Angeles, California. Estimated students 40. Depart 7am; return 3:30pm. Transportation by bus.

October 5, 2001 – Van Nguyen – Long Beach Memorial Hospital, Long Beach, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

October 12, 2001 – Elaine Moore – University of California at Los Angeles, Los Angeles, California. Estimated students 35. Depart 8:30am; return 1:00pm. Transportation by bus.

October 12, 2001 – Van Nguyen – Pilkington Aerospace, Garden Grove, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

October 19, 2001 – Sue Oda-Omori – University of California at Irvine, Irvine, California. Estimated students 15. Depart 7am; return 3pm. Transportation by vans.

October 19, 2001 – Van Nguyen – CBS Studios, Hollywood, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

October 20, 2001 – Sue Oda-Omori – University of California at San Diego, San Diego, California. Estimated students 15. Depart 7am; return 5pm. Transportation by vans.

October 26, 2001 – Elaine Moore – Cal State University at Long Beach, Long Beach, California. Estimated students 35. Depart 8:30am; return 1pm. Transportation by bus.

October 26, 2001 – Sue Oda-Omori – Cal State University at Long Beach, Long Beach, California. Estimated students 40. Depart 8am; return 3pm. Transportation by bus.

November 2, 2001 – Sue Oda-Omori – Cal State University at Fullerton, Fullerton, California. Estimated students 15. Depart 8am; return 3pm. Transportation by vans.

November 2, 2001 – Van Nguyen – Songwriter Guild of America, Los Angeles, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

November 3, 2001 – Stephanie Rodriguez – University of California at San Diego Student Motivational Conference, San Diego, California. Estimated students 40. Depart 6:30am; return 6pm. Transportation by bus.

November 3, 2001 – Sue Oda-Omori – University of California at Santa Barbara, Santa Barbara, California. Estimated students 15. Depart 7am; return 5pm. Transportation by vans.

November 7, 2001 – Sue Oda-Omori – Cal State University at Los Angeles, Los Angeles, California. Estimated students 30. Depart 8am; return 3pm. Transportation by bus.

November 9, 2001 – Sue Oda-Omori – Loyola Marymount University, Los Angeles, California. Estimated students 30. Depart 8am; return 3pm. Transportation by bus.

November 9, 2001 – Van Nguyen – Daily Breeze, Torrance, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

November 14, 2001 – Sue Oda-Omori – University of California at Los Angeles, Los Angeles, California. Estimated students 50. Depart 7am; return 5pm. Transportation by bus.

November 16, 2001 – Sue Oda-Omori – Cal Poly Pomona, Pomona, California. Estimated students 15. Depart 8am; return 5pm. Transportation by vans.

November 16, 2001 – Van Nguyen – Los Angeles Courts, Los Angeles, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

November 30, 2001 – Van Nguyen – Los Angeles Fire Department, Los Angeles, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

December 7, 2001 – Van Nguyen – Metropolitan Transit Authority, Los Angeles, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

December 14, 2001 – Van Nguyen – Artist Village, Santa Ana, California. Estimated students 15. Depart 8am; return 1pm. Transportation by vans.

B. CALIFORNIA COMMUNITY COLLEGE STUDENT AFFAIRS ASSOCIATION (CCCSAA) CONFERENCE

It is recommended that the Board approve attendance of the following students at the California Community College Student Affairs Association (CCCSAA) Conference at the Double Tree Hotel, Sacramento, California. October 12-14, 2001. Students attending represent the Student Senate and Inter-Club Council. Expenses in the amount of \$4,500 will be paid from the El Camino College Associated Students Organization budget. Adviser: Janice Watanabe or Harold Tyler:

Jennifer Apple	<u>Alternates</u>
Ellie Christov	Mark Hook
Joshua Dunn	Marcos Costa
Kyung Enriquez	Irena Iordanova
Janice Fleeman	Andrew Luquin
Terrell Frazier	Alejandro Valles
Celeste Luna	Dolores Holper
Bao Nguyen	Lincoln Chan
Eden Saldana	Pei-Jay Chao
Joey Wongthai	

C. FORENSICS TEAM

It is recommended that the Board approve attendance of the El Camino College Forensics Team at the following tournaments. Expenses to be paid from District and Auxiliary Services budgets:

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost</u>
10/20-21/01	Cougar Classic	Azusa	\$2,000
10/27-28/01	Lancer Invitational	Pasadena	\$1,500
11/9-11/01	Epicenter Invitational	Northridge	\$1,500
11/30-12/2/01	PSCFA Fall Championship	Long Beach	\$1,000
12/29-30/01	Claremont-McKenna	Claremont	\$400

D. GRANTS - ACCEPTANCE

It is recommended that the Board approve Acceptance of the following Grants:

1. Department of Education – Title V Hispanic Serving Institutions. The District was awarded a grant for \$2,066,700. During the second year of this five-year grant, the District has been awarded \$364,000 for continuation of the First Year Experience part of the grant along with \$50,000 for technology support for a total of \$414,000. During this funded year, the following objectives are expected to be completed: 1) Select and train peer advisors for First Year Experience students; 2) Develop Supplemental Instruction (SI) training and implementation process for “gateway” courses; 3) Develop self-advocacy training for Hispanic students in conjunction with On-Course training; 4) Train faculty, develop and schedule two additional linked courses, 5) Train the English faculty in providing SI; 6) Pilot financial aid help services for El Camino College students, Hispanic students and parents, 7) Enroll the second cohort of First Year Experience students; 8) Conduct training on learning needs of under-prepared “at-risk” students with an emphasis on Latino experience:

Amount of Grant Funding from Granting Agency:	\$414,000
Amount of College Match	<u>\$ -0-</u>
Total Amount of Grant	\$414,000
Performance Period:	October 1, 2000 through September 30, 2005

2. Department of Education – Title V Hispanic Serving Institutions. During the third year of this five-year grant, the following objectives will be completed: 1) By July 2002, 85% of the cohort scheduled for transfer will successfully transfer to California State University at Dominguez Hills. 2) By September 2002, CBEST preparation courses will be offered at El Camino College. 3) By September 2002, Supplemental instruction will be implemented for selected TEP and Bridge to TEP courses. 4) By September 2002, 80% of students will be retained and 60% will successfully complete the Bridge to TEP learning community Math 40 and Math 70 courses. El Camino College is due to receive \$177,500 for year 3, and an additional \$25,000 in funds to equip the TEP Resource Room.

Amount of Grant Funding from Granting Agency	\$202,500
Amount of College Match	<u>\$ -0-</u>
Total Amount of Grant	\$202,500
Performance Period:	October 1, 1999 through September 30, 2004

3. Department of Education – Training Interpreters for Individuals Who Are Deaf and Individuals Who are Deaf-Blind. During year 2 of the 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	\$157,814
Amount of College Match	\$ -0-
Total Amount of Grant	\$157,814
Performance Period: October 1, 2001 through September 30, 2002	

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

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**Please note item I. Bid Award -- Bid 2001-4/Printing of Class Schedules was withdrawn, and no substitutions were made.

A. TRANSFER OF FUNDS TO CAPITAL OUTLAY PROJECTS FUND 15

It is requested that \$404,000 from the 2001-02 General Fund-Unrestricted budget be transferred to the Capital Outlay Projects Fund for maintenance projects and for capital outlay items to support technological upgrades.

B. TRANSFER OF FUNDS TO WORKERS' COMPENSATION FUND

It is requested that \$660,000 from the 2001-02 General Fund-Unrestricted budget be transferred to the Workers Compensation Fund.

C. TRANSFER OF FUNDS TO GENERAL FUND-RESTRICTED PARKING

It is requested that up to \$400,000 from the 2001-02 General Fund-Unrestricted budget be transferred to the Parking Fund (12).

D. TRANSFER OF FUNDS TO PROPERTY AND LIABILITY SELF INSURANCE FUND 62

It is recommended that, pursuant to Education Code Section 81602, up to \$500,000 from the 2001-02 General Fund-Unrestricted budget be transferred to the Property and Liability Self Insurance Fund.

E. TRANSFER OF FUNDS TO DENTAL SELF INSURANCE FUND 63

It is recommended that, pursuant to Education Code Section 81602, up to \$660,000 from the 2001-02 General Fund-Unrestricted budget and \$195,000 from the Payroll Clearance Fund be transferred to the Dental Self Insurance Fund.

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

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

<u>Contractor/Service</u>	<u>Date</u>	<u>Amount</u>
<u>Beverly Hills Fire Dept.</u>	7/1/01 - 6/30/02	\$55,000
Training for designated participants	(automatic/annually)	
Provide Fire Fighter In-Service enrolled in the District's Fire Protection Services Program		

Business Performance Plus, Inc. 12/2000 - 12/2001 Cost \$85,000
 One of several contractors for SBDC 12-55130-709900-6422
 enlisted in the development of an on-line
 web-based portal between the Small
 Business Development Center (SBDC)
 and small businesses throughout the
 Los Angeles County

California State University 7/01/01 - 6/30/02 Cost \$63,300
 Renew Internet & Video Services 12-55130-678000-8350
 agreement provided through
 Chancellor's Office for upcoming
 fiscal year

Chevron Products 9/3/01 - 6/28/02 Proj. Inc. \$50,000
 The Workplace Learning Resource PO 47730 (3rd Yr.) Proj. Cost \$33,000
 Center will provide various job- 12-48830-000000-6450
 specific training & services for
 contractor

Consolidated Fire Protection 7/1/01 - 6/30/02 \$350,000
 Training for designated participants (automatic/annually)
 Provide Fire Fighter In-Service
 enrolled in the District's Fire
 Protection Services Program

El Camino College Foundation
 The Foundation proposes to 10/1/01 - 9/30/04 \$40,000 per year
 renew the District lease for the
 property located at 13424-30
 Hawthorne Blvd., Hawthorne

Industrial Emergency Council 7/1/01 - 6/30/02 \$60,000
 Training for designated participants (automatic/annually)
 Provide Fire Fighter In-Service
 enrolled in the District's Fire
 Protection Services Program

Los Angeles County Fire Dept. 7/1/01 - 6/30/02 \$600,000
 Provide Fire Fighter In-Service (automatic/annually)
 Training for designated participants
 enrolled in the District's Fire

Protection Services Program

Redondo Beach Fire Dept. **7/1/01 - 6/30/02** **\$60,000**
 Provide Fire Fighter In-Service (automatic/annually)
 Training for designated participants
 enrolled in the District's Fire
 Protection Services Program

Torrance Fire Dept. **7/1/01 - 6/30/02** **\$90,000**
 Provide Fire Fighter In-Service (automatic/annually)
 Training for designated participants
 enrolled in the District's Fire
 Protection Services Program

UCLA Center for 7/1/01 - 6/30/02 \$60,000
Pre-Hospital Care (automatic/annually)
 Provide Fire Fighter In-Service
 Training for designated participants
 enrolled in the District's Fire
 Protection Services Program

Computer Answers, Inc. **7/1/01 6/30/02** **Cost: \$100,000**
 Under contract and within the scope
 12-55130-00709900-6422
 of the agreement with the California
 Trade & Commerce Agency (CTCA),
 shown below, contractor will develop
 a fully functioning and scaleable
 web-based service in the form of an on-line
 portal targeted at the small businesses
 in Southern California, for the promotion of
 entrepreneurial efforts and the utilization of
 small businesses in the Los Angeles area.

G. CORRECTIONS TO CONTRACT

California, Trade and **~~1/01/00--12/31/00~~** **\$218,146**
Commerce Agency (CTCA) 1/01/2001 - 12/31/2001
 Proj. Inc. \$349,958
 The Southwest Los Angeles County Brd 12/18/2000 In kind Match
 Small Business Development Center Brd 06/11/01 Increased \$206,080
 proposes to create a cyber SBDC for NTE \$556,038
 the purpose of consulting via computer \$763,346
 12-50000-00000-6421

H. NOTICES 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 Bob Gann. Payment is to be paid as indicated below.

<u>Project Name/Vendor</u>	<u>Cost</u>
1. <u>Re-roofing/Various Buildings</u> (Art & Behavioral Sciences & Shops) Bid No. 2000-01	\$29,721.00 PO #40223
Payable to: Letner Roofing 1490 N. Glassell Orange, CA 92867	
2. <u>Bookstore Convenience Stores Fixtures</u> Bid No. 2000-7/Casework	\$154,888.32 Bookstore PO
Payable to: Baily Showcase & Fixtures Co., Inc. 1524 E. 25 th Street Los Angeles, CA 90011	

I. BID AWARD - BID 2001-4/PRINTING OF CLASS SCHEDULES

It is recommended that the above-titled bid be awarded to the vendor listed below, in accordance with all specifications, terms, conditions and addenda issued of Bid 2001-4/Printing of Class Schedules. The period of service will be for one (1) year and may be extended for four (4) additional one-year periods if mutually agreed upon between the seller and the District.

<u>P.O.#</u>	<u>Vendor</u>	<u>Amount</u>
TBD	Trend Offset Printing [5]	\$122,895.90 (w/o tax) (tax based on the number of schedules delivered to the campus versus the number mailed out to the community)

Other Bidders: Westminster Press, \$110,925.00 [1]; Rodgers & McDonalds, \$130,210.77 [2]; Liberty Press, \$136,716.00 [5]; Casey Printing, \$138,483.00 [3].

Other Bidders offering alternate schedule size: Southwest Offset Printing, \$97,923.80 [5]; Westminster Press, \$109,139.00 [1]; Liberty Press, \$136,716.00 [5].

"No Bid" Responses: 8

Non-Respondents: Creel Printing; Crest Graphics; Graphics Corps; Weber Printing; World Trade Printing Center.

****Please note item I. Bid Award -- Bid 2001-4/Printing of Class Schedules was withdrawn, and no substitutions were made.**

J. BID AWARD #2001-6/FOOD SERVICES SUPPLIES

It is recommended that the above-titled bid for food products and services be awarded to the vendor listed below, in accordance with all specifications, terms, conditions and addenda issued of Bid 2001-6/Food Services Supplies for the Cafeteria's non-credit Culinary Arts program. The period of this award will be for the remainder of the 2001-02 fiscal year and may be extended for four (4) additional one-year periods if mutually agreed upon between the seller and the District.

<u>P.O.#</u>	<u>Vendor</u>	<u>Amount</u>
TBD	Sysco Food Service of Los Angeles [5]	\$200,000 (estimated annual expenses)

Other bidders: Goldberg & Solovy[5]

No Bid: Alliant Foods[5]

No Response: U.S. Foods Service

Affirmative Action Satus Codes: [1]Minority owned/Disadvantaged business; [2] Woman-owned business; [3] Small Business Concern; [4] Other; [5] None of the above; [6] Disabled Veteran-owned.

A DENIAL OF CLAIM

It is recommended that the Board of Trustees deny and reject the claim submitted by Thomas Chi-Fai Wong, against the District, regarding alleged damages to claimant's personal vehicle and personal injuries sustained in a traffic incident with a District Campus Police Vehicle.

L. REVISED BOARD POLICIES – THIRD READING AND ADOPTION

It is recommended that the Board adopt the following revised policies and approve deletion of those they replaced. These policies appear again after appearing in the July 16 agenda due to a discrepancy as to whether or not they were adopted at that meeting.

<u>Revised Policy # (to be adopted)</u>	<u>Replaces # (to be deleted)</u>
3820 Gifts	3570
6800 Safety	3600/3601
6900 Bookstore	3582

These policies are shown below.

Board Policy 3820

Gifts

The Board shall require that all gifts, donations and bequests be made to the El Camino College Foundation and that the Foundation's policies and procedures be followed.

Reference:

Education Code Section 72122

El Camino College

Adopted:

Replaces Board Policy # 3570

Board Policy 6800

Safety

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

1. Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
2. Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
3. Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
4. Prohibition of the use of tobacco in all public buildings.

El Camino College Adopted:

Replaces Board Policy # 3600/3601

Board Policy 6900

Bookstores

A College bookstore shall be established and operated by the District.

Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board

Reference: Education Code Section 81676.5

El Camino College Adopted:

Replaces Board Policy # 3582

M. PURCHASE ORDERS

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

Run Date
9/24/01

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 10-8-2001

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
P0040013	Reynolds and Reynolds	Forms Management	Supplies	\$989.28
P0040021	U.S. Govt. Bookstore	Astronomy	Other Books	\$110.16
P0040026	West Group	Health, Safety	Publications Periodicals	\$365.04
P0040123	Riverdeep Interactive Learning	00-01 P4E Fine Arts	Computer Software Account	\$982.00
P0040133	Apple Higher Education	00-01 P4E Fine Arts	Computer Software Account	\$971.68
P0040176	J & M Lighting	Facilities/Planning	Supplies	\$104.71
P0040229	Promotional Source	Health, Safety	Supplies	\$411.07
P0040231	Sos Survival Products	Health, Safety	Supplies	\$1,096.00
P0040232	Johnson Company	Health, Safety	Supplies	\$106.92
P0040286	Graybar Electric	Retrofit/Replace	Supplies	\$1,250.32
P0040303	Edmar Corp.	Ctr for Arts Product	Supplies	\$347.90
P0040349	Sigma-Aldrich	Chemistry	Supplies	\$1,470.96
P0040350	Sargent Welch Scientific	Chemistry	Supplies	\$5,487.32
P0040351	E.D. Luce Packing	Chemistry	Supplies	\$172.80
P0040426	Superior Balsa & Hobby Supply	Art Department	Supplies	\$56.41
P0040434	Scantron	Division Office BSSC	Supplies	\$21.60
P0040479	Safety West	Chemistry	Supplies	\$610.50
P0040485	Taylor-Dunn Manufacturing Co.	00-01 P4E Culinary	New Equipment – Noninstruc.	\$8,658.09
P0040497	Eagle Dataware	Technical Services	Repairs Parts And Supplies	\$1,373.76
P0040586	Atlas Pen and Pencil Corp.	MESA Program	Supplies	\$300.78
P0040590	Tomcat Mechanical Inc.	P4E Radiologic Tech.	New Equipment – Instruc.	\$9,714.60
P0040599	Cal Western Paint	Grounds	Supplies	\$3,383.10
P0040603	AMI Electrical & Telecom, Inc.	00-01 P4E Fine Arts	Site Improvements	\$1,200.00
P0040605	Staples	Mathematics	Supplies	\$105.84
P0040608	Borders Books and Music	English	Supplies	\$68.20
P0040609	Borders Books & Music	English	Supplies	\$21.55
P0040617	Pacific Parking Systems, Inc.	Parking-Student Perm	Supplies	\$658.00
P0040639	California Pro Sports	Physical Education	Supplies	\$1,792.80
P0040640	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$2,519.10
P0040642	California Pro Sports	Physical Education	Supplies	\$1,906.69
P0040643	Collegiate Directories, Inc.	Health Sciences and	Supplies	\$515.15
P0040645	Park Enterprises	Physical Education	Supplies	\$62.95
P0040646	Leslie's Pool Supply	Wellness Center	Supplies	\$71.81
P0040647	Vermont Medical, Inc.	Wellness Center	Supplies	\$432.00
P0040648	Harris Health Care Inc.	Wellness Center	Supplies	\$42.66
P0040649	Penberthy Lumber Co.	Construction Tech.	Supplies	\$1,883.52
P0040653	SPRINGCO EQUIPMENT Springco	Physical Education	Supplies	\$1,730.17
P0040654	Delphin Computer Supply	Administrative	New Equipment – Noninstruc.	\$433.62
P0040656	Wray Printing	Physical Education	Supplies	\$38.88
P0040657	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$164.16
P0040658	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$3,939.84
P0040659	Staywell Co	Physical Education	Supplies	\$324.00
P0040661	Armstrong Medical Industries	Physical Education	Supplies	\$583.20
P0040664	Freestyle	Art Department	Supplies	\$170.53
P0040667	Grainger Industrial and Equipment	Facilities/Planning	Repairs Noninstructional	\$3,252.96
P0040670	Fancy Floors	Replace / Repair	Repairs Noninstructional	\$400.23
P0040673	West Group	VP-SCA	Publications/ Periodicals	\$106.92
P0040675	C. A. Granger Construction	Communications AC	Site Improvements	\$6,040.00

P0040678	Dynamix	Physical Education	Supplies	\$129.90
P0040679	Competitive Aquatic Supply Inc	Physical Education	Supplies	\$305.21
P0040681	Wray Printing	Physical Education	Supplies	\$38.88
P0040682	Armstrong Medical Industries	Physical Education	Supplies	\$207.36
P0040683	Wray Printing	Physical Education	Supplies	\$38.88
P0040685	Image IV Systems	Copy Center	Supplies	\$289.44
P0040686	Sports Supply Group	Physical Education	Supplies	\$187.38
P0040687	Intelecom	Instructional Tele.	Other Services And Expense	\$20,012.93
P0040688	Lincoln Equipment	Physical Education	Supplies	\$711.29
P0040689	Philips Medical	Physical Education	Supplies	\$1,139.40
P0040690	Power Systems	Physical Education	Supplies	\$496.27
P0040691	Radison Hotel At L.A. Airport	CACT Partnership	Supplies	\$1,522.95
P0040692	Wray Printing	Recruitment/School	Supplies	\$38.88
P0040693	El Camino College Warehouse	Cosmetology	Supplies	\$42.00
P0040694	Carson Community Center	Contract Training	Contract Serv Temp Agency	\$740.00
P0040695	Scaa Spec. Coffee Assoc of Americ	Contract Training	Conferences Mgmt	\$250.00
P0040696	El Camino College Warehouse	I&T Div Ofc	Supplies	\$210.00
P0040697	Poptronics	Electronics	Publications Periodicals	\$48.99
P0040698	Colorado Time Systems	V.P. Academic Affairs	Repairs - Instructional	\$529.20
P0040699	Western State Design - Jessie	V.P. Academic Affairs	Repairs - Instructional	\$134.50
P0040700	Campus Marketing Specialists	V.P. Academic Affairs	Supplies	\$436.75
P0040701	Greenwood Publishing Group	EOPS	Other Books	\$69.00
P0040702	Datatel, Inc.	Datatel System	Maintenance Contracts	\$2,500.00
P0040703	National Association of the Deaf	DSPS	Publications Periodicals	\$75.00
P0040704	Datatel, Inc.	Datatel System	Maintenance Contracts	\$18,828.75
P0040706	Academic Senate for California	Academic Senate	Conferences Mgmt	\$295.00
P0040707	Digital Dox	English	Supplies	\$25.14
P0040708	West Group	English	Supplies	\$125.28
P0040709	Superior Floor Covering Window Co	Admissions/Records	Other Services And Expense	\$567.50
P0040710	Boss Imaging	Admissions/Records	Maintenance Contracts	\$4,680.00
P0040711	College Media Advisers, Mj-30	Humanities	Supplies	\$130.00
P0040712	P & A Food Systems, Inc.	Division Office Huma	Other Services And Expense	\$38.72
P0040713	Panasonic Broadcast Systems	Audio/Visual	Repairs - Instructional	\$300.00
P0040714	Oberlin College	Division Office Inst	Library Books	\$33.00
P0040715	Congressional Quarterly Inc.	Division Office Inst	Library Books	\$157.44
P0040716	Congressional Quarterly Inc.	Division Office Inst	Library Books	\$165.48
P0040717	Pennyhost	SBDC CITD	Reproduction - Noninstruc	\$145.00
P0040718	Rose & Tuck, Llc	Information Technology	Contract Services	\$2,200.00
P0040719	Boise Cascade	CA Virtual Comm Coll	New Equipment – Noninstruc.	\$127.44
P0040720	Margent Fis, Inc.	Division Office Inst	Library Books	\$2,932.00
P0040721	Reynolds Group	Graphics Administrat	Supplies	\$128.73
P0040722	Custom Trophy	Student Affairs	Supplies	\$359.64
P0040723	Hydro Finz	Physical Education	Supplies	\$1,360.80
P0040724	Thompson Trophy Mfg. Inc.	Student Affairs	Due to Other Funds/Invest	\$287.28
P0040725	Dawson Co.	Facilities/Planning	Repairs Noninstructional	\$3,791.88
P0040726	Precision Color/Graphics	CA Virtual Comm Coll	Supplies	\$3,888.00
P0040727	Beck's Inc.	Campus Landscape	Supplies	\$243.00
P0040728	Ctl Environmental Services	Hazmat Tech Arts Mec	Repairs Noninstructional	\$2,497.00
P0040729	Collins & Aikman	Replace / Repair Flo	Repairs Noninstructional	\$2,839.83
P0040730	United Rentals	Facilities/Planning/	Repairs Noninstructional	\$275.14
P0040731	Boise Cascade	Warehouse	Supplies	\$2,574.72
P0040732	Geil Kilns Company	Art Department	Supplies	\$1,485.22
P0040733	Lunch Stop	Prtnrshp SBDC/CMTC 1	Supplies	\$50.00
P0040734	Stephens Plumbing & Heating	Facilities/Planning	Repairs Noninstructional	\$2,500.00
P0040735	Tony's Printing Equipment Service	Copy Center	Repairs - Instructional	\$234.14
P0040736	B.D. White Topsoil	Horticulture	Supplies	\$294.90
P0040737	Cvc Professional Dev. Cntr.	NIS Partnership Grant	Dues And Memberships	\$580.00
P0040738	Hitt Marking Devices	Contract Education	Supplies	\$24.79
P0040739	Dramatists Play Services, Inc	Fine Arts	Supplies	\$64.26
P0040740	Chris Moran-Wisdom	V.P. Academic Affairs	Supplies	\$28.18
P0040741	Phoenix Marketing Services	CACT Partnership	Software	\$81.00
P0040742	Sbc Datacomm	Parking-Student Perm	New Equipment – Noninstruc.	\$2,816.80
P0040743	Intercultural Press	NIS Partnership Grant	Other Books	\$275.30
P0040745	U.S. Sports Video	Health Sciences and	Liabilities/Fundraising	\$10,140.00
P0040746	Ami Publishing, Inc	CACT Partnership	Multi Media Advertising	\$3,000.00
P0040747	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$100.00
P0040748	American Express Travel	Information Technology	Transportation/ Mileage	\$246.50
P0040749	Sargent-Welch Scientific	Life Sciences	Supplies	\$273.12

P0040750	Jolene Combs	Humanities	Supplies	\$388.98
P0040751	Dramatists Play Service	Fine Arts	Supplies	\$50.00
P0040752	Teri Boyd	Best	Supplies	\$39.00
P0040753	El Camino College Warehouse	WPLRC PIC Aerospace	Supplies	\$148.80
P0040754	El Segundo Chamber	Public Information	Multi Media Advertising	\$250.00
P0040755	Hilton Waterfront Beach Resort	NIS Partnership Gran	Travel And Conference Exp	\$909.00
P0040756	Ncmpr Attn: Lea Gaskill	Public Information	Dues And Memberships	\$150.00
P0040757	Rotary Club of Redondo Bch.	Presidents Office	Dues And Memberships	\$405.00
P0040758	Cal State University LB	WPLRC Technical Inst	Conferences Other	\$975.00
P0040759	Enterprise Rent-A-Car	Earth Sciences	Transportation	\$691.20
P0040760	Torrance Area Chamber of Commerce	Presidents Office	Dues And Memberships	\$192.00
P0040761	Carson Chamber of Commerce	Presidents Office	Dues And Memberships	\$150.00
P0040762	Mark Hullibarger	Music	Repairs Parts And Supplies	\$1,245.00
P0040763	Coda Music Technology	Division Office Fine	Computer Software Account	\$182.69
P0040764	PG Music	Division Office Fine	Computer Software Account	\$150.00
P0040765	CCS Presentation Systems, Inc.	00-01 P4E Computer	Supplies	\$427.68
P0040766	John Wiley & Son	NIS Partnership Grant	Other Books	\$28.08
P0040767	Roger's Systems Specialist	History	Supplies	\$40.47
P0040768	El Camino College Warehouse	Copy Center	Supplies	\$519.80
P0040769	Chronicle of Higher Education	Presidents Office	Publications/ Periodicals	\$75.00
P0040770	Doris A. Miles	Purchasing and Bus.	Liability - Self Insuranc	\$4.00
P0040771	El Camino College Warehouse	Division Office Huma	Supplies	\$255.10
P0040772	Thomas Bros. Maps	V.P. Academic Affairs	Supplies	\$58.71
P0040773	Ecc Food Service-Catering	Behavioral & Social	Supplies	\$43.20
P0040774	Dance Kaleidoscope 2001	Ctr for Arts Promo	Multi Media Advertising	\$695.00
P0040775	Gardena Valley Chamber Of Commerce	Presidents Office	Dues And Memberships	\$246.25
P0040776	El Camino College Warehouse	Ctr for Arts Ticket	Supplies	\$70.89
P0040777	Westwood Bldg. & Supply	Art Department	Supplies	\$449.28
P0040778	Francis Teter	Fine Arts	Supplies	\$77.88
P0040779	Frei & Borel	Art Department	Supplies	\$297.00
P0040781	Fluke Networks	Electronics	Repairs Parts And Supplies	\$354.88
P0040782	Pacific Coachways	El Camino Language	Student Transportation	\$260.13
P0040783	K. Wong	RITC	Contract Services	\$220.00
P0040784	Ramco Refrigeration	Facilities/Planning	Repairs Noninstructional	\$158.00
P0040785	Beck's Inc.	Grounds	Supplies	\$243.00
P0040786	Matthew Alquiza	Fine Arts	Supplies	\$75.00
P0040787	Dawn C. Huntoon	Fine Arts	Supplies	\$100.00
P0040788	Kimberly Deshazo	Fine Arts	Supplies	\$100.00
P0040789	William Georges	Fine Arts	Supplies	\$100.00
P0040790	Charles Turner	Fine Arts	Supplies	\$100.00
P0040791	Dramatists Play Services, Inc	Fine Arts	Supplies	\$38.00
P0040792	AACC Community College Press	NIS Partnership Grant	Other Books	\$24.00
P0040793	West LA Music	Division Office Fine	Computer Software Account	\$85.32
P0040794	Industrial Wholesale Electric	Facilities/Planning	Repairs Noninstructional	\$3,261.60
P0040795	Graphics Corps, the	CalWORKs	Supplies	\$22,392.45
P0040796	El Camino College Warehouse	I&T Div Ofc	Supplies	\$95.70
P0040797	Dell Computer Corp.	P4E9900 Director INS	Supplies	\$52.38
P0040798	Fancy Floors	Facilities/Planning	Repairs Noninstructional	\$225.33
P0040800	Lanier Worldwide, Inc.	Health Services	Repairs Noninstructional	\$129.40
P0040801	Patient Care	Health Services	Publications/ Periodicals	\$89.00
P0040802	Prescribing Reference, Inc.	Health Services	Publications/ Periodicals	\$49.00
P0040803	Wray Printing	Fire Academy/Emergency	Supplies	\$38.88
P0040804	Ecc Food Service-Catering	I&T Division	Supplies	\$295.65
P0040805	Bergwall Productions, Inc.	Automotive Technology	Supplies	\$159.90
P0040806	EDM Supplies, Inc.	Machine Tool Tech.	Supplies	\$248.40
P0040807	Ecc Food Service-Catering	00-01 P4E School	Supplies	\$211.68
P0040808	Ecc Food Service-Catering	00-01 P4E School	Supplies	\$225.72
P0040809	Salvation Army Conference	VP-SCA	In-Service Training	\$100.00
P0040810	Dupont Flooring Systems	Parking-Student Perm	Maintenance Contracts	\$756.00
P0040811	West Coast Copy	EOPS	Supplies	\$2,376.00
P0040812	Venue Sports	Physical Education	Supplies	\$211.68
P0040813	Wray Printing	Physical Education	Supplies	\$38.88
P0040814	Wray Printing	Physical Education	Supplies	\$38.88
P0040815	Tru West Inc	Health Sciences	Supplies	\$1,973.18
P0040816	Airgas	Art Department	Supplies	\$109.43
P0040817	Mark Hullibarger	Music	Repairs Parts And Supplies	\$415.00
P0040818	April Almond	Fine Arts	Supplies	\$175.00
P0040819	Fisher Scientific	Health, Safety	Supplies	\$253.80

P0040820	Cole Parmer Instrument Co.	Health, Safety	Supplies	\$405.00
P0040821	Fisher Scientific	Health, Safety	Supplies	\$275.05
P0040822	Sargent-Welch Scientific	Health, Safety	Supplies	\$833.87
P0040823	United Rentals Aerial Equipment	Health, Safety	In-Service Training	\$600.00
P0040824	LRP Publications	Division Ofc Student	Other Books	\$102.00
P0040825	Smart Beep	Nursing	Other Rentals	\$193.92
P0040826	Best Western Inn	WPLRC Technical Inst	Conferences Other	\$928.00
P0040827	Daily Breeze, the	Foundation	Publications Periodicals	\$68.90
P0040828	The Tape Company	History	Supplies	\$17.50
P0040829	Wray Printing	Recruitment/School	Supplies	\$272.16
P0040830	Lucks Music Library	Family Concert/SBYO	Supplies	\$91.80
P0040831	Delphin Computer Supply	Nursing	Supplies	\$93.10
P0040832	El Camino College Warehouse	Nursing	Supplies	\$74.40
P0040833	Minolta Business Systems, Inc.	Family Consumer	Maintenance Contracts	\$242.00
P0040834	ECC Food Service-Catering	Family Concert/SBYO	Supplies	\$60.00
P0040835	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$313.20
P0040836	West Group	Health, Safety	Publications Periodicals	\$346.00
P0040837	Nfpa	Health, Safety	Publications Periodicals	\$115.00
P0040838	Safety Source	Health, Safety	Supplies	\$1,023.13
P0040839	Safety Source	Health, Safety	Supplies	\$322.78
P0040840	Carole Bush	Counseling Office	Supplies	\$13.98
P0040841	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$124.00
P0040842	American Express Travel	Human Resources	Professional Growth Manag	\$530.46
P0040843	Safety Source	Health, Safety	Supplies	\$213.15
P0040844	Daily Breeze, the	Fiscal Services	Other Services And Expense	\$51.69
P0040845	Custom Trophy	Artes de El Camino	Supplies	\$298.60
P0040846	Jones-Campbell Co.	Library Foundation	New Equipment - Noninstru	\$1,397.52
P0040847	McMurray & Stern	Division Office Inst	New Equipment – Instruc.	\$9,471.60
P0040848	A-1 Office Plus	Division Office Bus.	Supplies	\$78.16
P0040849	Kc/Actf Xxxiv	Fine Arts	Supplies	\$250.00
P0040850	El Camino College Warehouse	Division Office Bus.	Supplies	\$84.00
P0040851	El Camino College Warehouse	VATEA Supplementary	Supplies	\$5.32
P0040853	La Coalition to End Hunger	Inglewood One Stop	Supplies	\$30.40
P0040854	American Express Travel	Middle College High	Transportation/ Mileage	\$195.50
P0040855	Russco	Ed & Community Devel	Repairs Noninstructional	\$4,000.00
P0040856	El Camino College Warehouse	El Camino Language	Supplies	\$65.32
P0040857	Ecc Food Service-Catering	SRC High Tech Donati	Miscellaneous	\$256.50
P0040858	Country Inn At Ventura	Health Sciences and	Liabilities/Fundraising	\$554.40
P0040859	Csun Deaf Studies	WROCC Year 5	Conferences Mgmt	\$100.00
P0040860	Wassco	Electronics	Supplies	\$117.72
P0040861	Jennifer Meric	CA Virtual Comm Coll	Transportation/ Mileage	\$513.40
P0040862	Mouser Electronics	Electronics	Supplies	\$43.33
P0040863	L.N. Curtis & Sons	P4E Inglewood Fire	Supplies	\$2,984.58
P0040864	Mcmaster-Carr Supply Company	Construction Tech.	Supplies	\$240.65
P0040865	CCS Presentation Systems Inc.	CADD	Supplies	\$378.00
P0040866	Laguna Clay Company	Art Department	Supplies	\$156.82
P0040867	Tony Sotos	CA Virtual Comm Coll	Software	\$29.95
P0040868	Ken Mays	Fire Tech Donations	Supplies	\$570.66
P0040869	Joseph Georges	CA Virtual Comm Coll	Supplies	\$491.83
P0040870	Atlanta Thread & Supply Co.	Ctr for Arts Product	Supplies	\$150.24
P0040871	ACME Display	Ctr for Arts Product	Supplies	\$184.78
P0040872	Wray Printing	Machine Tool Tech.	Supplies	\$38.88
P0040873	Kimberly Deshazo	Ctr for Arts Product	Supplies	\$45.34
P0040874	Offside Sports	Health Sciences	Supplies	\$615.60
P0040875	Volleyball One	Resp Therapy	Supplies	\$462.11
P0040876	D.J. Orthopedic	Radiologic Tech Dona	Supplies	\$421.20
P0040877	American Express Travel	Division Office Fine	Conferences Mgmt	\$201.00
P0040878	Jerry Root	Ctr for Arts Product	Repairs Parts And Supplies	\$156.60
P0040879	Cornell Maritime Press	WPLRC Technical Inst	Other Books	\$54.00
P0040880	Schoolcraft	WPLRC Technical Inst	Supplies	\$362.61
P0040881	Holly Hill Studio	WPLRC Technical Inst	Supplies	\$360.70
P0040882	Wray Printing	WPLRC Technical Inst	Supplies	\$38.88
P0040883	Ecc Food Service-Catering	Counseling Office	Supplies	\$62.00
P0040884	Franklin Covey	Recruitment	Supplies	\$162.43
P0040885	American Express Travel	Matriculation	Conferences Mgmt	\$201.50
P0040886	Wray Printing	Counseling Office	Supplies	\$155.74
P0040887	Caped Convention 2001	DSPS	Conferences Classified	\$2,690.00
P0040888	Dei Integrated Systems	Electrical / Mechanic	Repairs Noninstructional	\$4,756.20

P0040889	Opac	Recruitment	Other Services And Expense	\$1,855.44
P0040890	Firefighter's Safety Center	P4E Inglewood Fire	Supplies	\$1,001.16
P0040891	Staples	P4E Inglewood Fire	New Equipment – Noninstruc.	\$939.58
P0040892	Wray Printing	International Student	Supplies	\$77.76
P0040893	Artsearch	Human Resources	Multi Media Advertising	\$295.00
P0040894	Wray Printing	CDC	General Office Supplies	\$38.88
P0040895	Boise Cascade	Warehouse	Supplies	\$3,456.00
P0040896	Patty Dagata	Special Resource	Liabilities/Fundraising	\$92.90
P0040897	Vwr Scientific	Life Sciences	Supplies	\$1,078.70
P0040898	Taverner & Browne	Copy Center	Repairs - Instructional	\$150.00
P0040899	El Camino College Warehouse	Copy Center	Supplies	\$1,171.40
P0040900	Richard the Thread Empire Tape Co	Ctr for Arts Product	Supplies	\$135.57
P0040901	Ecc Food Service-Catering	Behavioral & Social	Supplies	\$32.40
P0040902	Los Angeles County Certified Unif	Hazmat	Waste Disposal	\$2,043.00
P0040903	Mira Costa High Yearbook	Public Information	Multi Media Advertising	\$250.00
P0040904	North High Girls Volleyball	Public Information	Multi Media Advertising	\$200.00
P0040905	Ncmpr Attn: Anne Hansen	Public Information	Conferences Mgmt	\$175.00
P0040906	American Express Travel	Public Information	Conferences Mgmt	\$101.50
P0040907	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$563.43
P0040908	Prascc Attn: Anne Ambrose	Public Information	Dues And Memberships	\$50.00
P0040909	Magic's Auto Body & Paint	Parking-Student Perm	Repairs Noninstructional	\$850.00
P0040910	South High Girls Volleyball	Public Information	Multi Media Advertising	\$800.00
P0040911	West High Football Program	Public Information	Multi Media Advertising	\$800.00
P0040912	Hilton Sacramento Arden West	Matriculation	Conferences Mgmt	\$342.38
P0040913	Wray Printing	International Studen	Supplies	\$2,700.00
P0040914	Jennifer George	Foundation	Personal And Contract Ser	\$150.00
P0040915	American Express Travel	VP-SCA	Conferences Mgmt	\$179.50
P0040916	Minolta Business Systems, Inc.	SBDC CITD	Maintenance Contracts	\$1,089.00
P0040917	Aurora Enterprises	SBDC CITD	Reproduction - Noninstruc	\$125.00
P0040918	El Camino College Warehouse	Admissions/Records	Supplies	\$248.00
P0040919	Ncs Pearson	Admissions/Records	Maintenance Contracts	\$5,052.00
P0040920	Wray Printing	Admissions/Records	Supplies	\$38.88
P0040921	American Express Travel	Parking-Student Perm	Conferences Mgmt	\$193.50
P0040922	Daily Breeze, the	Presidents Office	Publications/ Periodicals	\$68.90
P0040923	AMI Electrical & Telecom, Inc.	P4E99-00 BUSINESS	Site Improvements	\$2,400.00
P0040924	Cynthia Mosqueda	TITLE V - ECC Indivi	Supplies	\$14.79
P0040925	Delphin Computer Supply	P4E99-00 BUSINESS	Site Improvements	\$3,423.60
P0040926	AMI Electrical & Telecom, Inc.	P4E99-00 BUSINESS	Site Improvements	\$4,800.00
P0040927	Blackboard Campuswide Transaction	Division Office Inst	Maintenance Contracts	\$6,586.10
P0040928	Country Inn of Ventura	Health Sciences	Liabilities/Fundraising	\$554.40
P0040929	Country Inn of Ventura	Health Sciences	Liabilities/Fundraising	\$739.20
P0040930	Hy-Tek, Ltd	Health Sciences	Liabilities/Fundraising	\$81.52
P0040931	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$683.10
P0040932	Gunther Athletic Service	Health Sciences	Supplies	\$625.90
P0040933	Ian Walton	CA Virtual Comm Coll	Transportation/ Mileage	\$77.73
P0040934	Ron Russay	CA Virtual Comm Coll	Transportation/ Mileage	\$197.95
P0040935	Discount Audio Inc	Health, Safety	Supplies	\$3,823.40
P0040936	Rockwell Medical Supply	Nursing	Supplies	\$291.60
P0040937	Micro Warehouse	Student Affairs	New Computer Equipment-No	\$276.42
P0040938	ECC Wplrc/Culinary Arts	Information Techn.	Transportation/ Mileage	\$210.00
P0040939	Westwood System	VATEA I&T	Supplies	\$18,165.60
P0040940	Westwood System	School to Career 10	Supplies	\$6,080.40
P0040941	Xpedx Paper & Graphics	Nursing	Supplies	\$32.35
P0040942	Veri Sign	Middle College High	Supplies	\$35.00
P0040943	Thomson Learning	Nursing	Supplies	\$126.36
P0040944	Delphin Computer Supply	Information Tech.	Supplies	\$19.44
P0040945	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$2,271.24
P0040946	Roger's Systems Specialist	Technical Services	Repairs Parts And Supplies	\$825.05
P0040947	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$396.39
P0040948	El Camino College Warehouse	FOSTER CARE EDUCATIO	Supplies	\$80.13
P0040949	South Bay Mailing Service	CA Virtual Comm Coll	Postage	\$1,576.90
P0040950	Foothill-De Anza Community College	Fiscal Services	Conferences Mgmt	\$1,000.00
P0040951	Ecc Food Service-Catering	Behavioral & Social	Supplies	\$16.20
P0040952	Music Theatre International	Fine Arts	Supplies	\$3,024.55
P0040953	Dawn C. Huntoon	Fine Arts	Supplies	\$6.08
P0040954	Dramatists Play Services, Inc	Fine Arts	Supplies	\$250.00
P0040955	School World Software	Information Technology	Computer Software Account	\$63.72
P0040956	Industrial Caster & Wheel	Utilities	Waste Disposal	\$603.50

P0040957	Art Scene	Fine Arts	Supplies	\$360.00
P0040958	Jw Pepper of Los Angeles	Music Library	Supplies	\$95.04
P0040959	Angie Bray	Fine Arts	Supplies	\$200.00
P0040960	Barbara Berk	Fine Arts	Supplies	\$200.00
P0040961	American Guidance Service, Inc	Foster Care Education	Supplies	\$39.32
P0040962	COA Publications	Health Sciences and	Supplies	\$401.50
P0040963	El Camino College Warehouse	Copy Center	Supplies	\$992.00
P0040964	Sterling Ventures	Artes de El Camino	New Equipment – Noninstruc.	\$4,676.40
P0040965	Wilco Supply	Lock Shop	Supplies	\$1,990.67
P0040966	IDS Technologies	Telecommunications	New Equipment – Noninstruc.	\$680.40
P0040967	Foothill-De Anza Community College	Fiscal Services	Conferences Mgmt	\$250.00
P0040969	Datatel, Inc.	Datatel System	Maintenance Contracts	\$126,145.00
P0040970	Datatel, Inc.	Datatel System	Maintenance Contracts	\$38.00
P0040971	Hewlett-Packard Company	Telecommunications	Maintenance Contracts	\$6,168.00
P0040972	Vj Electronics, Inc.	P4E99-00 12 Step Bas	New Equipment – Instruc.	\$2,996.44
P0040973	South Bay Mailing Service	CA Virtual Comm Coll	Postage	\$1,050.00
P0040974	Los Angeles Business Journal	Torrance Program Inc	Other Books	\$69.95
P0040975	Infinite Concepts	SBDC Federal 1/1/01	Contract Services	\$64.00
P0040976	Cceda	SBDC Federal 1/1/01	Dues And Memberships	\$150.00
P0040977	American Express Travel	SBDC Federal 1/1/01	Transportation/ Mileage	\$120.00
P0040978	RMA Information Services	SBDC Federal 1/1/01	Other Books	\$300.24
P0040979	C.C.C.S.A.A.	Student Affairs	Conferences Mgmt	\$160.00
P0040980	C.C.C.S.A.A.	Student Affairs	Expenses/Ancillary Service	\$1,600.00
P0040981	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,153.44
P0040982	Logic-One	Radiologic Tech Dona	Computer Software Account	\$1,074.60
P0040983	Micro Warehouse	Health, Safety	New Equipment – Noninstruc.	\$636.07
P0040984	Jones-Campbell Co.	Restricted Staff Dev	Conferences Faculty	\$2,201.47
P0040985	Porta Phone	Physical Education	Supplies	\$25.50
P0040986	Grainger Industrial and Equipment	Physical Education	Supplies	\$264.58
P0040987	Offside Sports	Physical Education	Supplies	\$993.60
P0040988	Bioex Systems	Physical Education	Supplies	\$267.70
P0040989	Community Colleges Foundation	Information Tech.	Maintenance Contracts	\$41,694.40
P0040990	Awards Rex Group	Radiologic Tech Dona	Plaques & Awards	\$251.14
P0040991	El Camino College Warehouse	Humanities	Supplies	\$74.40
P0040992	Acp Membership Associated Colleg	Humanities	Supplies	\$248.00
P0040993	Cabrillo Mesa Program	MESA Leadership Retr	Conferences Mgmt	\$2,100.00
P0040994	Advanced Printing/Graphics	CA Virtual Comm Coll	Supplies	\$537.19
P0040995	Sponts-N-Action	Health Sciences and	Liabilities/Fundraising	\$686.72
P0040996	Mcmaster-Carr Supply Company	Fire Academy/Emergency	Supplies	\$179.10
P0040997	Wray Printing	Air Conditioning	Supplies	\$38.88
P0040998	Hiram Hironaka	Manufacturing Tech.	Supplies	\$480.42
P0040999	Digi-Key	Electronics	Supplies	\$404.63
P0041000	The Saw Horse Connection Corp.	Construction Tech.	Supplies	\$356.40
P0041001	Pivot Point International	Cosmetology	Supplies	\$531.36
P0041002	American Assoc. of Woodturners	Construction Tech.	Dues And Memberships	\$60.00
P0041003	El Camino College Warehouse	Parking-Student Perm	Supplies	\$334.48
P0041004	Janet Levine	Foundation	Computer Software Account	\$236.52
P0041005	Highsmith Company Inc.	Child Development	Supplies	\$695.19
P0041006	Honors Transfer Council of Cal	Honors Program	Dues And Memberships	\$50.00
P0041008	Empire Cleaning Supply	Operations	Supplies	\$2,426.11
P0041009	Rose Brand	Ctr for Arts Product	Supplies	\$1,916.14
P0041010	Visions in Color	Ctr for Arts Product	Supplies	\$2,278.05
P0041011	Anderson Supply, Inc.	Facilities/Planning	Repairs Noninstructional	\$122.31
P0041012	Matson Printing	Warehouse	Supplies	\$1,095.12
P0041013	Janet Levine	Foundation	Transportation/ Mileage	\$146.51
P0041014	Lanier Worldwide, Inc	Facilities/Planning	Repairs Noninstructional	\$667.96
P0041015	A-1 Office Plus	Careers in Child Care	New Equipment – Instruc.	\$328.32
P0041016	Western Graphics	Careers in Child Care	New Equipment – Instruc.	\$300.00
P0041017	American Industrial Supply, Inc.	Plumbing Shop	Supplies	\$529.20
P0041018	Industrial Wholesale Electric	Facilities/Planning	Repairs Noninstructional	\$116.64
P0041019	Wray Printing	Presidents Office	Supplies	\$38.88
P0041020	Mary Denise Hadley	Recruitment	Transportation/ Mileage	\$600.00
P0041021	Naeyc Registration C/O Expo Excha	Careers in Child Care	Supplies	\$1,000.00
P0041022	Naeyc Housing Bureau	Careers in Child Care	Supplies	\$775.00
P0041023	Hermosa Beach Chamber	Presidents Office	Dues And Memberships	\$45.00
P0041024	Enterprise Rent-A-Car	Geography	Transportation	\$540.00
P0041025	Susan Rawcliffe	Ctr for Arts Instr.	Contract Services	\$500.00
P0041026	Otis Johnson	Ctr for Arts Instr.	Contract Services	\$500.00

P0041027	Anna Homler	Ctr for Arts Instr.	Contract Services	\$500.00
P0041028	Robert Hilton	Ctr for Arts Instr.	Contract Services	\$250.00
P0041029	El Camino College Warehouse	Copy Center	Supplies	\$1,550.90
P0041030	James Publishing Inc.	Division Office Bus.	Publications Periodicals	\$47.98
P0041031	Strategic Resource Solutions	Facilities/Planning	New Equipment – Noninstruc.	\$8,000.00
P0041032	El Camino College Warehouse	TITLE V - ECC Individ.	Supplies	\$27.64
P0041033	CMC Rescue, Inc.	P4E Inglewood Fire	Supplies	\$1,398.00
P0041034	Marshall & Swift	Division Office Inst	Library Books	\$140.95
P0041035	The Tape Company	Learning Center	Supplies	\$177.12
P0041036	Demco, Inc.	Division Office Inst	Supplies	\$782.95
P0041037	Proquest	Division Office Inst	Publications Periodicals	\$13,249.94
P0041038	Dynamic Graphics Inc.	Graphics Administrat	Supplies	\$947.40
P0041039	El Camino College Warehouse	Instructional Tele.	Supplies	\$26.48
P0041040	Highsmith Company Inc.	Film Rental	Supplies	\$129.48
P0041041	Kapco Library Products	Division Office Inst.	Supplies	\$198.80
P0041044	Pacific Coachways	Transfer Center	Transportation	\$347.02
P0041045	Nadine Hata	V.P. Academic Affairs	Telephone	\$14.86
P0041046	Moore Medical Corp	Nursing	Supplies	\$189.43
P0041047	Infinite Concepts	SBDC CIRD	Multi Media Advertising	\$300.00
P0041048	WALLCUR INC	Nursing	Supplies	\$145.70
P0041049	Enterprise Rent-A-Car	Counseling Office	Supplies	\$79.99
P0041050	Rochester Institute of Technology	DSPS	Supplies	\$339.12
P0041051	El Camino College Warehouse	TITLE V - ECC Individ.	Supplies	\$3.19
P0041052	National Seminars Group	DSPS	Conferences Mgmt	\$1,384.00
P0041053	Enterprise Rent-A-Car	Counseling Office	Supplies	\$79.99
P0041054	Golden Pacific Hcp	Nursing	Supplies	\$29.70
P0041055	Glad Bookstore	DSPS	Publications Periodicals	\$15.00
P0041056	Rockwell Medical Supply	Nursing	Supplies	\$348.21
P0041057	Rockwell Medical Supply	Nursing	Supplies	\$32.40
P0041058	CAPP Associates	Testing Center	Maintenance Contracts	\$1,865.16
P0041059	Association of Classroom Teacher	Matriculation	Supplies	\$540.00
P0041060	Randy Moore	00-01 P4E School	Contract Services	\$100.00
P0041061	Margie Petisme	00-01 P4E School	Contract Services	\$100.00
P0041062	Judy Shavers	00-01 P4E School	Contract Services	\$100.00
P0041063	David Little	00-01 P4E School	Contract Services	\$100.00
P0041064	Barbara George	00-01 P4E School	Contract Services	\$100.00
P0041065	Jennifer Kelsey	00-01 P4E School	Contract Services	\$100.00
P0041066	Toshiye Erickson	00-01 P4E School	Contract Services	\$100.00
P0041067	Rochelle Porter	00-01 P4E School	Contract Services	\$100.00
P0041068	Lyn Gonzales	00-01 P4E School	Contract Services	\$100.00
P0041069	Darlene Galinda	00-01 P4E School	Contract Services	\$100.00
P0041070	Grace McKuen	00-01 P4E School	Contract Services	\$100.00
P0041071	City of Carson Community Center	Prtnrshp SBDC/CMTC 1	Contract Serv Temp Agency	\$815.00
P0041072	Accucut	Child Development	Supplies	\$1,676.40
P0041073	El Camino College Warehouse	Careers in Child Car	Supplies	\$244.50
P0041074	Music Mike's	Radiologic Tech Dona	Supplies	\$1,072.70
P0041075	Wray Printing	Health Sciences	Supplies	\$450.36
P0041076	Hector Salazar	Fine Arts	Supplies	\$50.22
P0041077	El Camino College Warehouse	Division Office Fine	Supplies	\$214.27
P0041078	El Camino College Warehouse	Recruitment	Supplies	\$159.50
P0041079	Mark Hullibarger	Music	Repairs Parts And Supplies	\$450.00
P0041080	Diana Crossman	Speech Communication	Supplies	\$29.38
P0041081	Quinlan Publishing Group	Health, Safety	Publications Periodicals	\$108.77
P0041082	American Express Travel	Student Affairs	Expenses/Ancillary Service	\$1,015.00
P0041083	American Express Travel	Student Affairs	Conferences Mgmt	\$101.50
P0041086	Delphin Computer Supply	Financial Aid	Supplies	\$27.81
P0041087	Wray Printing	CDC	General Office Supplies	\$38.88
P0041088	Eyecatcher Screen Printing	Health Sciences	Liabilities/Fundraising	\$614.30
P0041089	Awards Rex Group	Human Resources	Employee Recognition	\$602.68
P0041090	Boise Cascade	Veterans Education	Supplies	\$115.56
P0041091	El Camino College Warehouse	International Student	Supplies	\$24.80
P0041092	Medica Press, Inc.	Nursing	Supplies	\$52.00
P0041093	Published by Mosby C/O Harcourt	Nursing	Publications Periodicals	\$81.00
P0041094	Business Publishers, Inc.	Nursing	Publications Periodicals	\$297.00
P0041095	Lippincott Williams & Wilkins	Nursing	Publications Periodicals	\$208.50
P0041096	R N	Nursing	Publications Periodicals	\$24.97
P0041097	Nclx Program Reports Subscription	Nursing	Supplies	\$300.00
P0041098	Big Ed's Chain Saw Service	P4E Inglewood Fire	Repairs - Instructional	\$540.00

P0041099	Tifco Industries	Air Conditioning	Supplies	\$602.26
P0041100	Ellison MacHinery	Machine Tool Tech.	Repairs Parts And Supplies	\$248.40
P0041101	Minolta Business Systems	Family Consumer	Repairs - Instructional	\$127.54
P0041102	El Camino College Warehouse	Administrative	Supplies	\$21.00
P0041103	University Products	Anthropology	Supplies	\$238.89
P0041104	Delphin Computer Supply	El Camino Language	Supplies	\$42.12
P0041105	Peripole/Bergerault	VATEA Early Childhood	Supplies	\$2,884.51
P0041106	Bankcard Center	Staff Development	Conferences Mgmt	\$395.27
P0041107	Doubletree Hotel	Student Affairs	Expenses/Ancillary Service	\$1,302.04
P0041108	Doubletree Hotel	Student Affairs	Conferences Mgmt	\$202.08
P0041109	Staples	Anthropology	Supplies	\$30.22
P0041111	San Pedro Peninsula Hospital	Parking-Student Perm	Other Services And Expense	\$500.00
P0041112	Law Offices of Jones & Mayer	Institutional Service	Legal	\$927.50
P0041113	South Bay Regional Public Commun.	Parking-Student Perm	New Equipment – Noninstruc.	\$24,035.24
P0041115	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$698.00
P0041116	Wray Printing	Foundation	Printing	\$77.76
P0041117	Beverly Hills Plating Works	Business Roundtable	Plaques & Awards	\$150.00
P0041121	Ecc Food Service-Catering	MESA Program	Conferences Mgmt	\$437.50
P0041122	Wray Printing	MESA Program	Supplies	\$38.88
P0041123	Wray Printing	MESA Program	Supplies	\$38.88
P0041124	Micro Warehouse	MESA Program	New Equipment – Noninstruc.	\$137.16
P0041126	El Camino College Warehouse	Copy Center	Supplies	\$442.60
P0041127	Xpedx Paper & Graphics	Copy Center	Supplies	\$380.22
P0041128	Spicers Paper Inc.	Copy Center	Supplies	\$839.90
P0041129	Edits Publishers	TITLE V - ECC Individ.	Supplies	\$68.85
P0041130	Datatel Inc	Datatel System	Maintenance Contracts	\$13.36
P0041131	Dept. of Motor Vehicles Special	Parking-Student Perm	Supplies	\$14.00
P0041132	Films for the Humanities	Child Development	Supplies	\$1,371.42
P0041133	Lakeshore Learning Materials	Child Development	Supplies	\$3,353.92
P0041138	American Express Travel	00-01 P4E Expanded	Transportation	\$430.00
P0041139	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expens	\$141.75
P0041140	El Camino College Warehouse	P4E9900 CAI WRITING	Supplies	\$1,310.00
P0041141	The Graphic Corps	Mktg staff Web train	Multi Media Advertising	\$3,250.80
P0041142	Knorr Systems, Inc.	Facilities/Planning	Conferences Mgmt	\$395.00
P0041143	Travel Door	Health Sciences	Liabilities/Fundraising	\$317.00
P0041144	Doubletree Hotel	Health Sciences	Liabilities/Fundraising	\$121.98
P0041145	Casbo Vendor Show C/O Jeannette	Fiscal Services	Conferences Mgmt	\$45.00
P0041146	Penberthy Lumber Co.	School to Career	Supplies	\$4,073.06
P0041147	Dr. Judy Colwell	WROCC Year 5	Contract Services	\$600.00
P0041148	Home Shop Machinist	Machine Tool Tech.	Publications Periodicals	\$51.00
P0041149	MCSI	P4E9900 CAI WRITING	Supplies	\$444.70
P0041151	Sepulveda Building Materials	School to Career 10	Supplies	\$2,106.00
P0041152	Westside Concrete Company, Inc	Facilities/Planning	Repairs Noninstructional	\$540.00
P0041153	Mayer Lab	Physical Education	Laundry	\$77.76
P0041154	Achro/Aao	Staff Diversity	Conferences Mgmt	\$135.00
P0041158	Museum of Tolerance	Counseling Office	Supplies	\$220.00
P0041159	Pacific Coachways	Counseling Office	Supplies	\$330.00
P0041160	Pacific Coachways	Counseling Office	Supplies	\$750.00
P0041161	Pacific Coachways	PFE 01-02 Project Su	Transportation	\$327.37
P0041162	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$40.00
P0041163	Lanier Worldwide, Inc.	DSPS	Supplies	\$132.99
P0041164	Ncmpr	Public Information	Dues And Memberships	\$125.00
P0041165	Ecc Food Service-Catering	Counseling Office	Supplies	\$373.75
P0041166	El Camino College Warehouse	Counseling Office	Supplies	\$102.57
P0041167	California Journal	Public Information	Publications/ Periodicals	\$43.00
P0041168	Community College Week	Public Information	Publications/ Periodicals	\$40.00
P0041169	J.C. Grid Wire	Public Information	Publications/ Periodicals	\$40.00
P0041170	Wray Printing	WPLRC PIC Aerospace	Supplies	\$38.88
P0041173	Sally Fasteau	00-01 P4E Expanded	Contract Services	\$300.00
P0041174	Bernice Boseman	Fine Arts	Supplies	\$600.00
P0041175	Catamaran Resort Hotel	Staff Diversity	Conferences Mgmt	\$307.20
P0041177	Hollywood Rentals	Fine Arts	Supplies	\$730.79
P0041179	Los Angeles Children's Chorus	Fine Arts	Supplies	\$250.00
P0041180	Music Association California Comm	Division Office Fine	Dues And Memberships	\$75.00
P0041182	Boyce Forest Products	Ctr for Arts Product	Supplies	\$648.00
P0041183	Supreme Paint Decorating Center	Ctr for Arts Product	Supplies	\$94.76
P0041184	Rose Brand	Ctr for Arts Product	Supplies	\$1,559.95
P0041185	Charles Turner	Fine Arts	Supplies	\$300.00

P0041187	Joyce Littrell	Fine Arts	Supplies	\$200.00
P0041188	Matthew Alquiza	Fine Arts	Supplies	\$100.00
P0041189	Dawn C. Huntoon	Fine Arts	Supplies	\$500.00
P0041190	William Georges	Fine Arts	Supplies	\$200.00
P0041191	El Camino College Warehouse	EOPS	Supplies	\$131.00
P0041192	El Camino College Warehouse	Admissions/Records	Supplies	\$20.00
P0041193	Comfort Inn Suites	Health Sciences	Liabilities/Fundraising	\$447.12
P0041194	Ken Mays	Fire Tech Donations	Supplies	\$1,342.62
P0041195	Surfware, Inc.	CADD	Data Processing Rentals	\$1,296.00
P0041196	Orkin Pest Control	Operations	Pest Control	\$1,750.00
P0041201	Fancy Floors	Replace / Repair	Repairs Noninstructional	\$191.80
P0041202	Epos Corporation	Information Tech.	Maintenance Contracts	\$6,531.00
Total :		536		\$674,841.78

B0040852	Postmaster	SBDC Federal 1/1/01	Postage	\$3,000.00
B0047639	Nextel Communication	Administrative Serv.	Telephone	\$2,500.00
B0047640	Verizon Wireless	Administrative Serv.	Telephone	\$2,500.00
B0047641	Airgas Alameda	Wellness Center	Supplies	\$150.00
B0047642	Daniel J. Langholtz	RITC	PSA Contract Services	\$700.00
B0047643	Aaa Flag & Banner Mf	Staff Development	Supplies	\$300.00
B0047644	ECCD Petty Cash	Division Office Bus.	Supplies	\$400.00
B0047645	ECC BOOKSTORE	Division Office Bus.	Supplies	\$400.00
B0047646	Dan Levitt	WROCC Year 5	PSA Contract Services	\$250.00
B0047647	First Call Staffing	TANF	Contract Services	\$99,116.00
B0047648	John Ahn	SBDC CITD	PSA Contract Services	\$5,000.00
B0047649	Dawn Fleming	SBDC CITD	PSA Contract Services	\$2,000.00
B0047650	Sandy K. Espinoza	SBDC CITD	PSA Contract Services	\$3,000.00
B0047651	Craig A. Mitchell	SBDC CITD	PSA Contract Services	\$4,000.00
B0047652	D.L. Weston	SBDC CITD	PSA Contract Services	\$2,000.00
B0047653	ECCD Petty Cash	SBDC CITD	Supplies	\$1,500.00
B0047654	ECCD Petty Cash	SBDC CITD	Conferences Mgmt	\$1,500.00
B0047655	Michael Granat	SBDC CITD	PSA Contract Services	\$8,000.00
B0047656	Montana Uhrig Consul	Contract Training	Contract Services	\$7,500.00
B0047658	Joanne Gray and Assoc.	00-01 P4E School	PSA Contract Services	\$2,500.00
B0047659	Computer Answers Inc.	SBDC Federal 1/1/01	Contract Services	\$100,000.00
B0047660	Wong & Suarez Attorn	Purchasing and Bus.	Contract Services	\$5,000.00
B0047661	ECC BOOKSTORE	CalWORKs	Supplies	\$1,500.00
B0047662	Century City Hospital	Nursing	Supplies	\$1.00
B0047663	Business Performance	SBDC Federal 1/1/01	Contract Services	\$85,000.00
B0047664	ECCD Petty Cash	Graphics Administrat	Supplies	\$500.00
B0047666	Postmaster	Contract Training	Postage	\$6,000.00
B0047667	Justin Time Temps	SBDC Federal 1/1/01	Contract Serv Temp Agency	\$26,000.00
B0047668	Minolta Business Sys	SBDC Federal 1/1/01	Maintenance Contracts	\$4,200.00
B0047669	First Call Staffing	SBDC Federal 1/1/01	Contract Serv Temp Agency	\$23,000.00
B0047670	Experian	Torrance Program Inc	Other Services And Expense	\$1,000.00
B0047671	Arrowhead Mountain	Torrance Program Inc	Supplies	\$1,000.00
B0047672	Lomita Business Mach	SBDC Federal 1/1/01	Maintenance Contracts	\$800.00
B0047674	ECCD Petty Cash	SBDC Federal 1/1/01	Conferences Mgmt	\$1,500.00
B0047675	Wildhirt Fowlkes Gra	SBDC Federal 1/1/01	Reproduction - Noninstruc	\$10,000.00
B0047676	Southern California	Repl Heat Piping-Nor	Site Improvements	\$5,100.00
B0047677	Southern California	Repl Heat Piping-Nor	Site Improvements	\$4,350.00
B0047678	Millar Elevator Serv	Facilities/Planning	Repairs Noninstructional	\$5,055.00
B0047679	Denmarc Productions	DSPS	Contract Services	\$33,885.00
B0047680	E.C.C. Public Inform	00-01 Modeling Appro	Reproduction Instructional	\$1,200.00
B0047681	E.C.C. Public Inform	00-01 Early Steps	Reproduction Instructional	\$500.00
B0047682	Hemocue	Health Services	Supplies	\$300.00
B0047683	E.C.C. Public Inform	Student Affairs	Expenses/Ancillary Service	\$300.00
B0047685	Wray Printing	Human Resources	Employee Recognition	\$2,500.00
B0047686	Surfas Inc.	00-01 P4E Culinary	Supplies	\$1,000.00
B0047687	Interphase Compter	00-01 P4E Culinary	Contract Services	\$3,000.00
B0047688	E.C.C. Public Inform	Student Affairs	Expenses/Ancillary Service	\$100.00
B0047689	Ecc Food Service-Cat	VP-SCA	Supplies	\$500.00
B0047690	California Crafts Su	Art Department	Supplies	\$200.00
B0047691	Benita L. Easley	CA Virtual Comm Coll	PSA Contract Services	\$1,905.30
B0047693	Wilson & Assoc. Poly	Parking-Student Perm	PSA Contract Services	\$900.00
B0047694	Life / Career Unifor	EOPS	Supplies	\$1,500.00
B0047695	Ecc Food Service-Cat	EOPS CARE	Supplies	\$10,800.00
B0047696	Medical Processor Se	Rad Tech	Maintenance Contracts	\$2,000.00

B0047697	Preston Interpreting	RITC	Contract Services	\$12,000.00
B0047700	Lightning Powder Co.	Administrative	Supplies	\$1,000.00
B0047701	Performance Auto, In	EOPS CARE	Transportation Repair	\$12,000.00
B0047702	L.A.M.T.A.	EOPS CARE	Student Bus Passes	\$4,197.00
B0047704	E.C.C. Public Inform	Student Affairs	Due to Other Funds/Invest	\$100.00
B0047705	Citrus Valley Medica	Paramedic Academy	Contract Services	\$1.00
B0047706	Ecc Food Service-Cat	I&T Division	Supplies	\$600.00
B0047707	Jazz-Z Nail Systems	Cosmetology	Supplies	\$1,000.00
B0047708	E.C.C. Public Inform	Future Teachers Conf	Reproduction - Noninstruc	\$500.00
B0047709	Davis Art Slides	Art Department	Supplies	\$100.00
B0047710	Janet H. Levine	Foundation	Telephone	\$720.00
B0047711	Newco Printing Company	Copy Center	Repairs Parts And Supplies	\$400.00
B0047712	E.C.C.C.D. Bookstore	International Educat	Supplies	\$480.00
B0047713	ECCD Petty Cash	Anthropology	Supplies	\$1,800.00
B0047714	Mandla Kayise	ILP Contract 10/1/00	PSA Contract Services	\$1,500.00
B0047715	E.C.C. Public Inform	ILP Contract 10/1/00	Reproduction Instructional	\$200.00
B0047716	Rebel Concrete Break	P4E Inglewood Fire	Waste Disposal	\$2,800.00
B0047717	California Apparel	VATEA I&T	Multi Media Advertising	\$2,000.00
B0047718	E.C.C.C.D. Child Dev	VTEA Child Development	Contract Services	\$7,470.00
B0047720	Toefl Institutional	International Student	Supplies	\$2,080.00
B0047721	ECCD Pty Csh	CDC	Supplies	\$275.00
B0047722	City of Inglewood	P4E Inglewood Fire	Supplies	\$6,000.00
B0047723	ECC Wplrc/Culinary	Foundation	Hospitality	\$700.00
B0047724	ECCD Pty Csh	VP-SCA	Supplies	\$500.00
B0047725	Manhattan Beach Fire	Fire Academy/Emergency	Contract Services	\$43,000.00
B0047726	Henry Mayo Newhall	Paramedic Academy	Contract Services	\$1.00
B0047727	Arkk Enterprises, In	DSPS	Contract Services	\$2,000.00
B0047728	Ecc Food Service-Cat	VP-SCA	Supplies	\$500.00
B0047729	David Lieberman	Artes de El Camino	Contract Services	\$10,000.00
B0047731	ECCD Petty Cash	Geography	Supplies	\$150.00
B0047732	San Francisco Commun	Division Office BSSC	Contract Services	\$1.00
B0047733	Southland Lumber	Fire Tech Donations	Supplies	\$4,900.00
B0047734	ECCD Pty Csh	Physical Education	Supplies	\$1,000.00
B0047735	City of Santa Monica	Paramedic Academy	Contract Services	\$1.00
B0047736	Hermosa Beach Fire	Fire Academy/Emergency	Contract Services	\$25,000.00
B0047737	Queen of Angels-Holl	Paramedic Academy	Contract Services	\$1.00
B0047738	Federal Bureau	WPLRC Technical Inst	Contract Services	\$1.00
B0047739	Safe Navigation	WPLRC Technical Inst	Other Books	\$750.00
B0047740	Equilon Enterprises	WPLRC Technical Inst	Contract Services	\$1.00
B0047741	E.C.C.C.D. Bookstore	2+2+2=5 Program	Book Vouchers	\$2,000.00
B0047746	Ecc Food Service-Cat	Foster Care Ed	Other Services And Expense	\$800.00
B0047747	Estwick & Associates	00-01 Early Steps	PSA Contract Services	\$32,683.00
B0047748	AMI Electrical & Tel	00-01 P4E One Card	Contract Services	\$4,000.00
B0047749	Lisa Moore	Foster Care Ed	PSA Contract Services	\$1,200.00
B0047751	Kinko's	Public Information	Supplies	\$500.00
B0047752	ECCD Petty Cash	Foster Care Education	Other Services And Expense	\$200.00
B0047754	Anne Guild	CACT Partnership	PSA Contract Services	\$8,400.00
B0047755	David Lieberman	CPI Grant-Ctr	Contract Services	\$25,000.00
B0047756	E.C.C. Public Inform	Foster Care Ed	Reproduction Instructional	\$800.00
B0047757	Camino Cleaners	Ctr for Arts Product	Supplies	\$1,500.00
B0047758	United States Postal	SBDC Federal 1/1/01	Postage	\$1,000.00
B0047759	National Restaurant	WPLRC PIC Aerospace	Other Books	\$750.00
B0047760	John Wiley & Son	WPLRC PIC Aerospace	Other Books	\$2,000.00
B0047761	Midwest Library	Friends of the Libra	Books & Supplies Pool	\$500.00
B0047762	Los Angeles County	Child Development	Contract Services	\$1.00
B0047765	Lynn C Zeman	CalWORKs	PSA Contract Services	\$300.00
B0047766	Donna Tucker	CalWORKs	PSA Contract Services	\$300.00
B0047771	Anderson Supply, Inc	Electric Shop	Supplies	\$4,000.00
B0047772	Pyro-Comm Systems	Facilities/Planning	Repairs Noninstructional	\$4,000.00
B0047773	Airgas	VP-SCA	Supplies	\$600.00
B0047774	AFSA	Fiscal Services	Contract Services	\$1,500.00
B0047775	Torrance Investment	SBDC CITD	Building Rental	\$20,000.00
B0047776	Perry Mailing Service	SBDC CITD	Postage	\$6,000.00
B0047777	Sonshine Print Shop	SBDC CITD	Postage	\$6,000.00
B0047780	Allisun K. Marshall	RITC	PSA Contract Services	\$9,000.00
B0047781	B.E.S.T.	South Bay Children's	Other Services And Expense	\$21,000.00
B0047785	Culver City Fire Dept.	Fire Academy/Emergency	Contract Services	\$45,000.00
B0047786	City of El Segundo	Fire Academy/Emergency	Contract Services	\$45,000.00

B0047789	Torrance Police Dept.	Administrative	Contract Services	\$15,000.00
B0047790	ECCD Pty Csh	International Educat	Supplies	\$100.00
B0047793	Lisa's Bon Appetit	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$3,000.00
B0047794	ECCD Pty Csh	MESA Program	Supplies	\$1,000.00
B0047796	C. A. Granger Constr	Tech Services Renov.	Contract Services	\$173,646.48
B0047797	Jenkins, Larsen & As	Facilities/Planning	Repairs Noninstructional	\$1.00
B0047799	ECCD Pty Csh	CDC	Supplies	\$1,600.00
B0047800	Alliant Foodservice	CDC	Supplies	\$1,000.00
B0047801	Avalon Communication	Public Information	Postage	\$4,000.00
B0047802	Postmaster	Public Information	Postage	\$25,000.00
B0047803	E.C.C. Public Inform	WROCC Year 5	Supplies	\$100.00
B0047804	Business Performance	SBDC Federal	Multi Media Advertising	\$40,000.00
B0047805	Donna Fritsche	Fine Arts	Supplies	\$1,500.00
B0047806	ECCD Pty Csh	Careers in Child Car	Supplies	\$1,000.00
	Total :	136		\$1,143,622.78
	Total POs and BPOs :	672	TOTAL	\$1,818,464.56

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

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C. 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 1-30 and 1-17.

Certificated Personnel:

1. Employment – Ms. Dolores J. Hill, full-time instructor of Fire and Emergency Technology, effective October 16 to be paid by the County of Los Angeles.
2. Amend Employment – Ms. Cynthia Mosqueda, Bilingual Counselor in Planning, Research & Development Class II, Step 4 (instead of Class III), Fiscal Salary Schedule, effective October 1, 2001 through September 30, 2002.
3. Sabbatical Leave of Absence – Ms. Lucinda Aborn, Director of Special Resource Center, effective November 1 through December 31, 2001.
4. Change in Salary – Ms. Francesca Bishop, full-time instructor in Speech Communications, from Class III, Step 5 to Class IV, Step 5, Academic Salary Schedule, effective October 13, 2001.
5. Change in Salary – Ms. Kathleen Murphy, full-time instructor of English, from Class III, Step 12 to Class IV, Step 12, Academic Salary Schedule, effective October 13, 2001.
6. Special Assignment – Mr. Ellis Shamash, part-time instructor of Mathematics to work as a certificated tutor as part of the P4E grant, Maximizing Math Potential, to be paid \$34.44 an hour, not to exceed \$2,500, effective August 18 through December 21, 2001, in accordance with the Agreement, Article X, Section 9(1).
7. Special Assignment – Ms. Maria Armstrong and Mr. Bryan Ouchi, part-time instructors of Educational Development, to work on academic assessment project concerning learning disabilities from Special Resource Funds, to be paid \$45.92 an hour, not to exceed 19 hours per week, effective October 8, 2001 through June 30, 2002, in accordance with the Agreement, Article 10, Section 9(1).

8. Special Assignment – Ms. Inna Newbury, full-time instructor of Reading, to continue to coordinate the Teacher Education Program Partnership with California State University Long Beach, funded by Funds for Student Success, effective October 8, 2001 through June 30, 2002, to be paid \$45.92 per hour, not to exceed \$8,740, in accordance with the Agreement, Article X, Section 14(a).
9. Special Assignment – Ms. Jolene Combs and Ms. Lori Medigovich, full-time instructors of Journalism, to be hired for 8 hours a week for 16 weeks each semester for Journalism/Student Publications lab supervision during the 2001-2002 academic year, to be paid \$34.44 an hour, in accordance with the Agreement, Article X, Section 13(a).
10. Special Assignment – Ms. Jeanne Bellemin, full-time instructor of Biology and Ms. Margo Steinman, part-time/temporary instructors of Biology, to prepare and conduct instructional seminars for biological science students on Alondra Park Island, for the academic year of 2001-2002, to be paid \$45.92 an hour, not to exceed \$2,520 from P4E funds, in accordance with the Agreement, Article X, Section 14(a).
11. Special Assignment – The following adjunct instructors in Industry and Technology, to supervise independent study for the fall 2001 semester, to be paid \$45.92 an hour, in accordance with the Agreement, Article X, Section 19(b).

Glenna Johnson
Anthony Wang
12. Special Assignment – Ms. Barbara Jaffe, full-time instructor of English, to conduct UC Transfer Essay Workshops, to be paid \$45.92 per hour, not to exceed \$500 for the 2001-2002 Fiscal year, in accordance with the Agreement, Article X, Section 14(a).
13. Special Assignment – Ms. Loretta A. Ball and Ms. Jacquelyn M. Recendez, part-time/temporary Nurse Practitioners, to conduct sports physicals, effective October 1, 2001 through June 30, 2002, to be paid \$34.44 an hour, in accordance with the Agreement, Article X, Section 9(k).
14. Special Assignment – The following full-time instructors to supervise Independent Study projects for the Spring 2001 semester, to be paid \$45.92 per hour, at the rate of five (5) hours for each student for each unit of Independent Study credit granted in accordance with the Agreement, Article X, Section 19(b):

Jeanne Bellemin
Charles Cowell
Joseph Holliday

Stephen Lloyd
Michael Stupy
Amy Waldman

15. Special Assignment – The following full-time instructors in Industry and Technology to be hired to administer credit by examinations effective August 18, 2001 through May 24, 2002, to be paid \$45.92 an hour, in accordance with the Agreement, Article X, Section 14(a).

Richard Alvidrez
Jim Alward
Vic Cafarchia
John Carr
Steve Cocca
Sam Dantzler
Richard Davis
Ronald Dohi

Douglas Glenn
Harold Hofmann
Kevin Huben
Walter Kahan
Ray Lewis
Albert Lugo
Douglas Marston
Ken Mays

Chris Moran-Wisdom
Stephen Nothern
Dan Richardson
George Rodriguez
John Ruggirello
Mike Stallings
Janet Stinston
Ken Zion

16. Special Assignment – The following part-time instructors in Industry and Technology to be hired to administer credit by examinations effective August 18 through December 21, 2001, to be paid \$45.92 an hour, in accordance with the Agreement, Article X, Section 9(l).

Danny Barley
Henry Brown
Tim Breman
Henry Brown
Charles Hamilton
Glenna Johnson

William Johnson
Ed Lugo
Robert Olmsted
John Schwab
Nancy Schwab
Franz Seifert

Dale Ueda
Dan Valladares
Phillip Walls
Sue Wenzlaff

17. Special Assignment – The following part-time instructors in Humanities to be hired to administer credit by examinations effective August 18 through December 21, 2001, to be paid \$45.92 an hour, in accordance with the Agreement, Article X, Section 9(l):

John Eric Paschek

Carolina Perez

David Schlick

18. Special Assignment – The following part-time instructors in Music to take on Applied Music Duty, to be paid \$22.96 an hour, effective August 20 through December 21, 2001, in accordance with the Agreement, Article X, Section 9(l):

Name
Susan Helfter

Not to exceed/per week
16 hours

Jeanette Wrate	16 hours
Margot Martin	8 hours

19. Special Assignment – Ms. Margaret Kidwell-Udin, part-time instructor in Nursing, to prepare and conduct workshops and seminars; provide consulting services; coordinate work of others and monitor P4E grant, to be paid \$45.92 an hour, not to exceed 10 hours a week or total of \$20,200 from P4E funds, effective July 1, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(l).

20. Special Assignment – Ms. Marion Reeve, part-time instructor of Mathematics, to tutor as part of the P4E grant, to be paid \$34.44 an hour, not to exceed \$3,000, effective September 8 through December 21, 2001, in accordance with the Agreement, Article X, Section 9(l).

21. Special Assignment – The following part-time instructors of Music to work as Computer Music Lab Supervisor for 17 weeks, effective August 20 through December 21, 2001, to be paid \$34.44 an hour, in accordance with the Agreement, Article X, Section 9(l):

<u>Name</u>	<u>Not to exceed/per week</u>
Jonathon B. Grasse	10 hours
Wayne Perkins	4 hours

22. Special Assignment – The following part-time instructors of Art to work as Art Computer Lab Supervisor, to be paid \$34.44 an hour, for 17 weeks, effective August 20 through December 21, 2001, in accordance with the Agreement, Article X, Section 9(l):

<u>Name</u>	<u>Not to exceed/per week</u>
Deborah Patterson	4 hours
Jose Sanchez Perez	6 hours
Mark Nelson	4 hours
Tomoyuki Isoyama	2 hours

23. Special Assignment – Dr. Louis Sinopoli, full-time instructor of Respiratory Care to conduct technology training sessions for Staff Development, to be paid \$45.92 an hour, not to exceed \$2,500, effective October 1, 2001 through May 31, 2002, in accordance with the Agreement, Article X, Section 14(a).

24. Special Assignment – The following part-time instructors to be hired as needed to conduct ESL assessment interviews for the Counseling Services Division, effective

July 1, 2001 through June 30, 2002, to be paid \$22.96 an hour, not to exceed 8 hours per week, in accordance with the Agreement, Article X, Section 9(l):

Aimee Wang-Cheng

Rita Fork

Karen Marblestone

25. Special Assignment – Ms. Rachel Keller, part-time instructor of Nursing to present 6 hour clinical orientation program at Torrance Memorial Medical Center for NGOA/B Nursing students, to be paid \$43.611 an hour, not to exceed \$270, effective October 15 through October 19, 2001, in accordance with the Agreement, Article X, Section 9(b).
26. Stipend Assignment – Ms. Susan Einstein, part-time instructor of Fine Arts, to photograph Art Gallery Exhibit, to be paid \$216 effective March 6, 2001, in accordance with the Agreement, Article X, Section 9(l).
27. Stipend Assignment – Dr. Jean Shankweiler, full-time instructor in Chemistry for being campus coordinator for the UCLA Science Bridges Program for the academic year 2001-2002, to be paid a stipend of \$1000 from P4E funds, in accordance with the Agreement, Article X, Section 14(a).
28. Employment – The following part-time/temporary counselors are to be hired as needed, not to exceed 23 hours per week, effective August 21, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(m):

Catherine Lakatos

Leah Smith

Tamasha Frazier

29. Employment – The following part-time/substitute instructors to be hired as needed for the 2001 fall semester:

Humanities

Samy Ayari

Stephen Berman

Industry & Technology

Marva Brooks-Allman

Glenna Johnson

Edward Lugo

Robert Olmsted

30. Employment – The following part-time/temporary instructors to be hired as needed for the 2001 fall semester:

Behavioral & Social Sciences

Jennifer Evans

Ventris Woods

Fine Arts

Paul Fornelli

Industry & Technology

Susan Martin

Classified Personnel

1. Deceased – Ms. Janet Morishita, Clerk, Range 15, Step E, Admissions and Records Division, Student and Community Advancement Area, August 21, 2001.
2. Retirement - Ms. Jean Cullen, Computer Lab Specialist I, Range 34, Step E, Instructional Services Division, Academic Affairs area, effective September 30, 2001 and that a plaque be presented to her for services to the District since 1973.
3. Resignation – Mr. Emmanuel Ajao, Lab Technician II, Range 31, Step B, Natural Sciences Division, Academic Affairs Area, effective October 12, 2001, plus accrued vacation.
4. Personal Leave of Absence 50% - Ms. Catherine Lakatos, Financial Aid Advisor, Range 35, Step E, Financial Aid/Student Services Division, Student and Community Advancement Area, effective September 4 through December 31, 2001.
5. Change of Classification – Ms. Florence Johnson, from Human Resources Assistant to Human Resources Technician I, Range 4, Step E, (Confidential Salary Schedule), Human Resources Division, Administrative Services Area, effective December 1, 2001.
6. Work Out of Classification – Ms. Jillian Dongo, Accounting Assistant I, Range 22, Step C, to Lead Accounting Technician, Range 32, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, effective October 1 through October 31, 2001.

7. Work Out of Classification – Mr. Carl Turano, Custodian, Range 18, Step C, to Stock Clerk, Range 22 Step B, Facilities, Planning and Services Division, Administrative Services Area, effective October 1 through December 31, 2001.
8. Work Out of Classification – Mr. Scott Crouter, from 100% to 75% Exercise Test Technician, Range 31, Step, B, 25% Program Coordinator, Range 36, Step A, Health, Sciences & Athletics Division, Academic Affairs Area, effective September 1, 2001 to May 24, 2002.
9. Promotion – Ms. Jillian Dongo, Accounting Assistant I, Range 22, Step C, to Lead Accounting Technician, Range 32, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, effective November 1, 2001.
10. Employment – Ms. Renate Faber, Administrative Assistant I, Range 27, Step A, Small Business Development Center, Student and Community Advancement Area, effective November 1, 2001.
11. Employment, - Ms. Crystal M. Fuentes, Student Services Technician, Range 28, Step A, EOP&S/Student Services Division, Student and Community Advancement Area, effective November 1, 2001.
12. Employment – Ms. Beverly Johnson, Administrative Assistant II, Range 31, Step A, Information Technology Services Division, Administrative Services Area, effective November 1, 2001.
13. Employment – Ms. Leni B. Sequitin, Instructional Services Advisor – DSPS, Range 36, Step A, Special Resource Center/Instructional Services Division, Academic Affairs Area, effective November 1, 2001.
14. Employment – Ms. Ellen Tumbocon, Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective October 9, 2001.

Temporary Classified Personnel

15. Employment – Ms. Pauline Annarino, Special Project Temporary Administrator, Regional Interpreter Training Consortium (RITC), Instructional Services Division, Academic Affairs Area, effective October 16, 2001 through September 30, 2002, to be paid at Range 4 of the Special Project Temporary Administrator Daily Rate Schedule.

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

Linda Boyce

Donald Fredrickson

Stephen Lockwood

17. The following short-term employee for service on an as-needed basis from October 1 through December 31, 2001:

Juan Soto

D. CLASSIFIED PROFESSIONAL GROWTH

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

Community College League of California 2001 Annual Convention, Riverside Convention Center, Riverside, CA – Gabriella Lopez. Nov. 15-17, 2001. \$282.00.

Community College League of California 2001 Annual Convention, Riverside Convention Center, Riverside, CA – Lois Peck. Nov. 15-17, 2001. \$320.00.

Association of International Educators: NAFSA Bi-Regional Conference, Palm Springs, CA -- Susan Nickle, Nov. 4-8, 2001. \$400.00 maximum.

CAPED 2001 Annual Convention, San Diego, CA -- Cheryl Peacock. Oct. 14-17, 2001. \$400.00 maximum.

NBLA: Powerful Communication Skills, Torrance, CA – Lillian Sapp. Oct. 12, 2001. \$265.00 plus mileage.

California Virtual Campus 2001: Online Learning & Higher Education, Huntington Beach, CA – Joanie Shannon. Oct. 15, 2001. \$165.00 plus mileage.

LACOE: Accounting and Recordkeeping for School Construction Projects, LACOE Board Room, 9300 Imperial Hwy, Downey, CA – Stephanie DeWitt. Oct. 31, 2001. \$129.00 plus mileage.

LACOE: Basic Blueprint Reading, San Marino USD Board Room, San Marino, CA – Victor R. Flores. Dec. 5, 2001. \$129.00 plus mileage.

LACOE: Accounting Procedures for Categorical Funds, Azusa USD Board Room, Azusa, CA. Nov. 13, 2001. \$129.00 plus mileage for each of the following:

Josie Cheung	Marie Stokes
Stephanie DeWitt	Gary Turner
Leimoni Elliott	Catharina Uebele
Chintana Mainous	Brenda Wilson
Bill Schneider	

LACOE: The Essentials of Internal Fiscal Control, LACOE Board Room, 9300 Imperial Hwy, Downey, CA. Nov. 28, 2001. \$79.00 plus mileage for each of the following:

Rita Bruce	EstellaLee
Josie Cheung	Chintana Mainous
Stephanie DeWitt	Bill Schneider
Leimoni Elliott	Catharina Uebele
Miriam Ifill	Brenda Wilson

LACOE: Qualify Customer Service, Accounting, Payroll and Other Fiscal Services, San Marino USD Board Room, San Marino, CA. Dec. 4, 2001. \$79.00 plus mileage for each of the following:

Rita Bruce	Nanette Marshall
Miriam Ifill	Catharina Uebele

C. RESOLUTION TO ALLOW PART-TIME EMPLOYEES TO PARTICIPATE IN CAL-PERS ADMINISTERED EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

BACKGROUND:

In the 2000-2001 Legislative term, the California Legislature passed Assembly Bill 2383 which allows school districts to permit part-time employees who work less than a half-time basis to participate in the Cal-PERS administered Public Employees' Medical and Hospital Care Act ("PEMHCA") health plan. (Stats.2000, c. 874 (A.B. 2383), section 2.) Prior to the passage of this amendment, the law required eligible employees to work at least half-time (50%) to qualify for benefits.

RECOMMENDATION:

It is recommended that the Board of Trustees approve as a Resolution of the Board of the El Camino Community College District to allow part-time employees, who work less than half-time and who are not represented by an exclusive representative, to participate in the Cal-PERS administered PEMHCA health plan. (Government Code sections 22751 et seq.; Government Code section 22878.2.)

WHEREAS, California Government Code section 22878.2 permits the Board, by resolution, to allow classified employees who work less than half-time to voluntarily participate in the Cal-PERS administered Public Employees' Medical and Hospital Care Act ("PEMHCA") health plan; and

WHEREAS, the recruitment and retention of employees, including part-time employees, is an important District priority; and

WHEREAS, the employees to whom this resolution applies are those part-time employees who are not represented by an exclusive representative; and

WHEREAS, the financial impact to the College of allowing participation is the administrative cost paid to Cal-PERS by the College for employee participation is currently \$16.00 per employee per month for an estimated annual District cost of \$16,000 per year.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees does hereby adopt the following Resolution:

(1) The College is hereby authorized to pay the administrative costs to Cal-PERS for employee participation in the PEMHCA health plan.

(2) Part-time classified employees, who work less than half-time, may voluntarily purchase health benefits under the PEMHCA plan administered by Cal-PERS.

(3) This authorization shall remain in effect until modified or cancelled by resolution of the Board of Trustees.

Aye___ Nay___ Abstain___

_____ Date:_____

Clerk of the Governing Board

D. REVISED CONFIDENTIAL POSITION AND CLASSIFICATION SPECIFICATIONS

It is recommended that the Board approve the revised classification specifications for the following confidential position.

Human Resources Technician I as shown on pages 10-12.

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:

Amy Adams	Josephine J. Judson	Lizbeth Sanchez
Carlos Hassan Ahmad	Susan Kim	Carol Scharf
Faride Ahmad	Wanda Kwity	Jack Scharf
Hong Sik Ahn	Clyde Lambert	Charles Shaffer
Norma Amstutz	Anna Lane	Wayne Smith
Beverly Boyle	Steven Laudermilk	Anna Steuwer
Stuart Boyle	John Leuger	Joyce Stern
Debby Breidhart	Jane Lim Matsuda	Dawn Suleski
Anna Bromley	Aluzio Medeiros de Freitas	Bob Turner
Mary Brown	June Mikrut	Nancy Turner
Beverly Cohen	Vera McDade	Irene Warren
Ruth Dobbins	A.Y. Olds	Patricia Weimer
Edith Ehrenreich	Jim Olds	Jeanne Wilson
Jane Gulliver	Gertrude Oliver	Frank Wolf
Athena Holland	June Olson	JeanWolf
Rose Marie Jaikowski	Cecilia Rosenthal	
Glenn Johnson	Pat Rippe	

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN I

CONFIDENTIAL STATUS: This is a Confidential position as defined in the Government Code, Section 3540.1 (c). “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.

BASIC FUNCTION

Under the direction of the Assistant Director of Human Resources, perform technical and clerical support duties in the areas of employee benefits, automated systems and maintenance of personnel records and files, and the preparation of related reports; HRS processing of benefits; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters; coordinate assigned District wide programs and activities, as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of technical and clerical duties related to the automated systems such as HRS and ACES and processing of benefits.

Coordinate specialized Human Resources activities such as professional growth, educational reimbursement, performance review, attendance incentive and others.

Input data to HRS and ACES systems regarding employee benefits and medical information; input changes to coverage and status.

Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.

Assist in the orientation of new employees regarding communication of employee benefit plans and options; fingerprinting activities and scheduling of tuberculosis tests and pre-employment physical examinations.

HUMAN RESOURCES TECHNICIAN I Continued

Participate in resolving employee complaints regarding health benefits; gather data and documentation on issues related to health benefits; apprise supervisor of employee complaints and concerns needing resolution.

Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verify and post information as necessary to assure completeness and accuracy.

Send COBRA notification to employees who resign, retire or are terminated.

Maintain employee files including health test data; maintain a variety of reports, lists and program files.

Process unemployment insurance forms and activities to assure fair and timely response to claimants; follow-up on claims processed; maintain related files.

Prepare, distribute, receive, record and maintain files of new hire paperwork for establishment of personnel file including transcripts and other information; screen for completeness and enter data into the information system and file.

Process new employees according to established procedures.

Compose and type letters, memorandum, lists and other materials according to established procedures.

Prepare negotiations and grievance materials for employee bargaining units, as assigned.

Provide assistance and support to Employee Relations Specialist on benefits related issues.

HUMAN RESOURCES TECHNICIAN I Continued

Assist in preparation of personnel related items that are to be submitted to the Board.

Provide receptionist support to the office counter as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Methods, practice, terminology and procedures used in the Human Resources Division.

District organization, operations, policies and objectives.

Record-keeping techniques.

Applicable sections of State Education Code and other state and federal laws, codes and regulations concerning employee benefits and record maintenance.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

HRS software applications and operation of a computer.

ABILITY TO:

Perform technical and clerical support duties in the areas of employee benefits, automated systems and maintenance of personnel records and files, and the preparation of related materials.

Coordinate specific programs such as professional growth, educational reimbursement and performance review.

Prepare and maintain confidential personnel records and files.

Assure compliance with district, county, state and federal regulations and guidelines concerning assigned human resources functions.

Provide information and assistance to employees, supervisors, visitors and others.

HUMAN RESOURCES TECHNICIAN I Continued

Learn and apply rules, regulations and related procedures.

Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Operate a variety of office equipment including a computer terminal.
Type at forty-five (45) words per minute.
Establish and maintain cooperative and effective working relationship with others.
Meet schedules and time lines.
Understand and follow oral and written directions.
Maintain complex records and prepare reports.
Work with discretion and confidentiality.

EXPERIENCE/EDUCATION:

Any combination equivalent to: graduation from high school and two years of office support experience. Experience within a human resources environment is preferred.

LICENSE AND OTHER REQUIREMENTS:

May require a valid California driver's license.

WORKING CONDITIONS:

Office environment
Subject to constant interruptions
Dexterity of hands and fingers to operate office equipment
Sit for extended periods of time
Hear and speak to exchange information on the telephone or in person
Lift up to 25 lbs.

Confidential Salary Range 4
Revised October 8, 2001
Board Approved: October 8, 2001

F. INFORMATION ITEM

MEMORANDUM OF UNDERSTANDING

**BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT AND
EL CAMINO COLLEGE FEDERATION OF TEACHERS,
LOCAL 1388, AFT, AFL-CIO**

It is hereby agreed by the El Camino Community College District (District) and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO (Federation) that revisions to language within the Agreement are necessary for the District to implement a compressed calendar for academic year, winter session and summer session effective fiscal year 2002-2003.

Copies of this Memorandum will be provided to the Board of Trustees as an information item on the October 8, 2001, Board Agenda and to all Faculty Members represented by the Federation.

The changes required by the compressed calendar are listed below by Article.

Article VI, Classification of Faculty Members

Section 1. Contract (Probationary)

- (a) Except as otherwise provided in Section 5 of this Article, a Faculty Member who is employed by the District as an Instructor for more than sixty percent (60%) of the full-time teaching load per semester, as defined in Appendix B, during the first four (4) years of such service with the District shall be classified as contract (probationary). A Part-Time Faculty Member exceeding sixty percent (60%) of a full-time teaching load as a result of serving in a substitute capacity shall not be placed on the full-time salary schedule if the substitute service is less than or equal to *eight (8)* consecutive weeks during the semester.

Article VII, Calendar

Section 1. Calendar

During the fall semester of each school year, the District shall establish a calendar committee which shall be comprised of a representative or representatives of various campus organizations. The majority of the members of this committee shall be appointed by the President. The function of this committee is to recommend to the President and the Board of Trustees of the District a school calendar for the following two years, through the end of the summer session of the second year, to be adopted by the District. The Federation shall be entitled to appoint two (2) voting members as its representatives on the committee. The Academic Senate shall be entitled to appoint two (2) members as its representatives on the committee. Calendar changes that impact working conditions will be subject to negotiations.

Article VIII, Hours and Working Conditions

Section 1. Days of Service In An Academic Year

Faculty Members who are employed on an academic year basis will be required to perform professional services for the District each academic year for 175 days. The assignment of the days of service for each academic year of the District will be determined by the school calendar adopted by the District..

Section 3. Instructor Office Hours

- (b) All Instructors (full time and part time) who have a summer session assignment of ten (10) or more hours per week (six or eight week session) or twelve (12) hours or more hours per week (five or seven week session) will maintain two (2) office hours per week. Instructors with a load of less than these hourly limits will maintain one (1) office hour each week. For each Distance Education course taught during the summer, the Instructor will maintain one (1) scheduled office hour, exclusive of class meetings and examinations.

Section 6. Instructor Teaching Load

The normal teaching load for full-time Instructors will be calculated on a full-load equivalency; (based on the El Camino College traditional eighteen week semester) which shall be fifteen (15) lecture hours or twenty (20) laboratory hours, subject to an allowable deviation as set forth in detail in the Teaching Load Policy, Appendix B of this Agreement. The laboratory hour load for physical education activities shall be twenty-two (22) laboratory hours, however, physical education major's courses and intercollegiate athletic courses shall carry a laboratory load of twenty (20) hours. The Division Load Committee established pursuant to Section 8 of this Article may increase the laboratory load for any laboratory load of twenty-two (22) hours, subject to a allowable deviation as set forth in detail in the Teaching Load Policy, Appendix B of this Agreement.

Section 16. Counselors

- (d) ... scheduled on a weekly basis.

For counselors employed on a modified academic year basis of 175 days, basic service hours per week under the 16-week compressed calendar shall be expanded by 12.5% (45 hours per week). Student contact hours within the week shall be increased proportionally, rounding down to the nearest half-hour. The weekly schedule shall include 29 hours of student contact a week with a possible reduction of these hours at the Dean's discretion and two (2) hours of on-campus, non-student contact a week. The Dean may require up to thirty-three and a half (33.5) hours of student contact a week during periods of in-person registration, not to exceed four (4) weeks per fiscal year. Each Counselor will spend no less than thirty-six (36) hours per week on campus (or at the location where a counselor's work is scheduled) fulfilling contractual requirements for scheduled and unscheduled time. Thirty-one and a half (31.5) hours of the thirty-six (36) hours must be scheduled on a weekly basis.

- (e) Counselors are entitled to all professional privileges afforded to teaching faculty, such as professional development activities. These twenty-six (26) student contact hours (29 hours under the compressed 16-week calendar) may be reduced, with the approval of the Dean, by up to forty (40) hours (as prorated by workload) during the fiscal year (45 hours under the compressed 16-week calendar). These forty (40) hours (45 hours under the 16-week calendar) may be used for conferences.

Section 17. Librarians

- (b) The basic work week for Librarians is forty (40) hours, to be comprised of no more than thirty (30) regularly scheduled hours of professional library service. An additional ten (10) hours of professional library service or other non-student contact academic activities will be provided by the Librarian, as determined by the Dean-Instructional Services and the Librarian. The basic work week under the 16-week compressed calendar shall be expanded by 12.5% (45 hours per week). Student contact hours within the week shall be increased proportionally, rounded down to the nearest half-hour. This will include thirty-three and a half (33.5) regularly scheduled hours of professional library service. An additional eleven and a half ((11.5) hours of professional library service or other non-student contact academic activities will be provided by the Librarian, as determined by the Dean-Instructional Services and the Librarian.

Section 18. Coordinators

Faculty Coordinators will be employed for a basic work week of forty (40) scheduled hours of professional services. The basic work week under the 16-week compressed calendar shall be expanded by 12.5% (45 hours per week) for those Faculty Coordinators hired on an academic year basis.

Section 19. Registered Nurses, Nurse Practitioners, Physician Assistants

- (b) ... and off-site visits for professional development. The basic work week under the 16-week compressed calendar shall be expanded by 12.5 % (45 hours per week).

Article IX, *Winter and Summer Session Assignments*

THIS ENTIRE ARTICLE WILL BE REVISED TO ADDRESS THE INCORPORATION OF A WINTER SESSION.

Section 3. Adjustments

- (a) It is understood that the list of classes to be taught in the summer or winter session is a tentative list, that classes may be dropped or changed, and that changes in assignments must be made to accommodate those situations. It is also understood that most assignments will be full assignments as defined below in this section, but that some assignments will be partial either due to original planning or later adjustments. For the purposes of assignment distribution in the summer or winter session and establishing summer or winter session priority under Section 4 of this Article, a full assignment equivalency shall be eighteen (18) hours per week. A partial assignment of ten (10) or more hours per week (six or eight week sessions) or twelve (12) or more hours per week (five or seven week sessions) shall count as a full assignment for the summer or winter it was incurred. A partial teaching assignment of less than ten (10) hours per week (six or eight week sessions) or less than twelve (12) hours (five or seven week sessions) shall not be counted as a summer or winter assignment, except when such assignment combined with a partial assignment for a previous summer within a three (3) year period exceeds fourteen (14) or more hours per week. In such a case, the combined partial assignments totaling more than fourteen (14) or more hours shall be counted as a full session teaching assignment for the most recent session in which the Faculty Member taught.

Section 4. Winter and Summer Session Priority Schedules

Two priority lists will be developed each academic year.

Section 6. Librarians

Each year that the District has a winter or summer session that requires normal library services at least three (3) Librarians will be assigned each scheduled day of the session. Selection of the Librarians will be determined by the priority system of Sections 2 and 6 of this Article.

Section 7. Cooperative Career Education

The college may offer Cooperative Career Education classes during the winter or summer sessions covered by the current Agreement. Compensation will remain as stated in Article X, Section 16. (See Article X, Section 16(c) for maximum number of students during the covered winter or summer sessions.)

Article X, Compensation

Section 9. Part-Time Faculty Members

- (d) Effective Fall Semester 2001, initial placement on the part-time stipend schedule will be determined by earned degrees and years of FTE service with the District and other accredited colleges and universities provided that documentation to verify education and experience is submitted to the Human Resources Office before the end of the semester for which the part-time faculty member is initially hired.

- (k) A Part-Time Faculty Member will be compensated at the hourly rate set forth in Section 7(a) of this Article for each hour assigned as a substitute Instructor. If the period of substitute instruction is to be more than eight (8) consecutive weeks during the semester, refer to Article VI, Classification of Faculty Member, Section 1, paragraph (a).

Section 16. Cooperative Career Education Pay

- (c) Compensation for a cooperative career education assignment during a regular semester shall be paid at the end of the 12th week and at the end of the semester, after the completion of the clearance procedures.

Article XI, Paid Leaves

Section 3, Sickness

- (c) Winter or Summer Session

Each Full-Time and Part-Time Faculty Member shall be entitled to one (1) day of sickness leave for a four (4) week session, one and a half (1.5) days for five (5) or six (6) week session, and two (2) days for each seven (7) or eight (8) week session, to be accumulated as provided in section (a) (4) of this Section upon completion of a session assignment.

Article XX, Procedures for Faculty Evaluation

Section 1. Evaluation of Contract (Probationary) Instructors

- (f) Student Evaluation

A student survey shall be administered by the Dean or designee each semester of evaluation to all students of the Instructor. The Dean's designee shall not be the evaluatee. This survey shall be completed on a standardized form which has been designed and approved by the Evaluation Procedures Committee. Additional forms may be utilized by Divisions or departments, subject to the approval of the Evaluation Procedures Committee. The questionnaire will be administered to all classes of the contract Faculty Member during the seventh (7th) or eighth (8th) week of the semester. Exceptions may be made for those courses that are less than one (1) semester in length, or when the evaluatee is not available for the substantial portion of the semester. These results of all surveys must be returned to the contract Faculty Member one (1) week before the evaluation conference.

Article XXV, Terms and Duration of the Agreement

Section 6. Limited Reopener Negotiations and Consultation During the Term of Agreement

- (a) In the event the State changes the law regarding part-time working conditions during the term of the Agreement, the parties will reopen the Agreement for the sole purpose of conforming the Agreement to State law.
- (b) In the event the State provides additional funding for part-time salary or benefits in excess of what the District requires to refund the 56% and/or 60% Part-time Lecture and/or Lab/Activity Schedules (taking into account the 15% of "Growth" as described in Article X(2)(4) above) either the District or the Federation may request to reopen negotiations so long as the new State funds are earmarked for Part-Time compensation or benefits and do not require matching funds from the District. These re-openers will be used to address any Part-Time compensation item(s) for which such funds are provided, including additional steps, columns and/or the percentage relationship between the Full-Time and Part-Time Faculty Schedules.
- (c) The District will review the computation of the increased cost of medical benefits taken into account in the "Adjusted COLA" formula in the 2002 and 2003 years and, after consultation with Federation, will adjust the succeeding year's Adjusted COLA formula calculation to take into account any variation between the estimated cost and the actual cost.
- (d) Either the District or the Federation may reopen negotiations for the purpose of resolving unforeseen issues impacting faculty working conditions generated as a result of the compressed calendar effective on July 1, 2002.
- (e) The District and Federation may reopen- negotiations and/or may engage in

consultation during the term of this Agreement for limited purposes, upon mutual agreement.

Appendix B - Teaching Load Policy

I General

The normal teaching load, (based on the El Camino College traditional eighteen week semester), shall be fifteen (15) lecture hours or equivalent twenty (20), twenty-one (21), or twenty-two (22) laboratory hours or equivalent, plus or minus one lecture hour or equivalent laboratory hours. A teaching load exceeding sixteen (16) lecture hours or equivalent, shall be compensated at the overload hourly rate for load in excess of fifteen (15) lecture hours, or equivalent, or may be balanced without additional compensation within the following semester thereafter subject to approval of the District. A teaching assignment of less than fourteen (14) hours, or equivalent shall be subject to approval of the District, or may be equated by special assignments as provided in Part IV of this policy.

EL CAMINO COLLEGE
FEDERATION OF TEACHERS
LOCAL 1388, AFT, AFL-CIO

EL CAMINO COMMUNITY COLLEGE
DISTRICT

_____ Date: _____ Date: _____
Federation Chief Negotiator District Chief Negotiator

_____ Date: _____ Date: _____
Federation Representative District Representative

_____ Date: _____ Date: _____
Federation Representative District Representative

_____ Date: _____ Date: _____
Federation Representative District Representative

_____ Date: _____
Federation Representative

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. Travel Page 1

B. Gifts Page 1

C. Informational Survey Page 1

A. Travel

It is recommended that the Board approve the following travel:

1. Community College League of California – 2001 Annual Conference President Thomas M. Fallo, November 15-17, 2001 – Riverside, CA with no loss of salary with transportation and necessary expenses paid.

B. Gifts to the College

It is recommended that the Board accept the following gifts to the College and that a letters of appreciation be sent to the donors as shown:

1. Miscellaneous hair products from Eclipse Hair Salon for use in the Cosmetology Department.
2. Miscellaneous Hair products from Mr. Mark Ida for use in the Cosmetology Department.
3. Miscellaneous hair cutting supplies from Mr. Robert Allen for use in the Cosmetology Department.
4. Wheelchair from Mr. Russell Serr for use in the Special Resource Center.

C. Informational Survey

It is recommended that the Board allocate an amount not to exceed \$12,000 for an informational survey to determine how the El Camino Community College District is perceived by voters. This data would be used in helping the District to determine if it should go forward with a bond issue as a way to raise capital revenue.

It is further commended that Public Opinion Strategies be hired to do the survey because of a statewide reputation in specializing with public opinion regarding education and school funding.