

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

Agenda, Monday, October 20, 2003
4:00 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of September 8, 2003**
- III. Oath of Office – Celina Luna, Student Representative to the Board of Trustees**
- IV. Public Hearings – (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-6
Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-13
 - C. Administrative Services
See Administrative Services Agenda, Pages 1-14
See Measure “E” Bond Fund Agenda, Pages 1-4
See Human Resources Agenda, Pages 1-14
 - D. Superintendent/President
See Superintendent/President Agenda Page 1
- VI. Information**
 - A. Board of Trustees' Self Evaluation
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- IX. Closed Session**
 - A. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 1 case
 - B. Student Expulsion, Brown Act Section 54954.5
 - 1. Student Expulsion – 1 case

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

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

	<u>Page No.</u>
A. Center for the Arts Presentation – 2003/2004.....	1
B. Conference Attendance – 2003 West Coast Career Expo for the Society of Professional Engineers (SHPE).....	1
C. Instructional Field Trips – Fall 2003.....	2
D. Proposed Curriculum Changes – Effective 2004/2005 Academic Year	2

A. CENTER FOR THE ARTS PRESENTATION – 2003/2004

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

2003/2004

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
---------------------------	--------------------	----------------------

Payee Change

- | | | |
|--|-------------------------|----------------|
| 1. <i>A Day in His Life</i>
Payable to: Nonnel, Inc.
(Note: Previously Board Approved May 19, 2003, payable to William Morris Agency, Inc.) | November 8, 2003 | \$7,500 |
|--|-------------------------|----------------|

Fee Change

- | | | |
|---|-----------------------|----------------|
| 2. Kitty Margolis
Payable to: Kitty Margolis
(Note: Previously Board approved for \$8,000 with California Arts Council underwriting of \$3,200. Grant funding was denied due to CAC grant programs have been suspended for 2003-04 due to limited funds.) | March 13, 2004 | \$4,750 |
|---|-----------------------|----------------|

Addition

- | | | |
|---|-----------------------|----------------|
| 3. Kenneth Goings
Payable to: Organization of American Historians
Professor and Chair, Department of African American and African Studies at Ohio State University, Professor Goings will lecture on “Black Collectibles and American Stereotyping” for ECC students and the community. | April 24, 2004 | \$1,000 |
|---|-----------------------|----------------|

B. CONFERENCE ATTENDANCE – 2003 WEST COAST CAREER EXPO FOR THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS (SHPE)

It is recommended that the Board approve the advisor and students listed below to attend the 2003 SHPE Regional Conference, West Coast Career Expo, for the period October 24-26, 2003 in Las Vegas, Nevada. Conference registration of \$75 per person includes workshops, lodging and meals. Conference and transportation expenses will be provided by Mathematics, Engineering, Science Achievement (MESA). Expenses not to exceed \$900 for registration and \$350 for van transportation.

Advisor:	Arturo Hernandez	
Students:	Michael Arzate	Freddy Primero
	Jorge Hernandez	Rene Ramos
	Armando Hernandez	Yesenia Reyes
	David Lopez	Lorenza Tupaz
	Steven Lopezlavalle	Paul Wolfensberger
	Samuel Nieva	

C. INSTRUCTIONAL FIELD TRIPS – FALL 2003

It is recommended that the Board approve the following instructional field trips for Fall 2003:

1. October 10-13, 2003 – Professor Matthew Ebner – Geography 20 Class, estimated students 25, Yosemite National Park, Mono Lake, Devil’s Postpile – depart 7:00 a.m. (10/10), return 7:00 p.m. (10/13) – Van transportation.
2. October 17-20, 2003 – Mr. Joe Holliday – Geology 32 Class, estimated students 22, Owens Valley – depart 9:00 a.m. (10/17), return 3:00 p.m. (10/20) – Van transportation.
3. October 18, 2003 – Professor Jack Horn – Horticulture 44 Class, estimated students 18, Southern Angeles National Forest near Wrightwood – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
4. November 15, 2003 – Professor Jack Horn – Horticulture 44 Class, estimated students 18, Northern Angeles National Forest – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
5. December 6, 2003 – Professor Jack Horn – Horticulture 44 Class, estimated students 18, Living Desert Museum, Palm Desert – depart 9:00 a.m., return 4:00 p.m. – Van transportation.

D. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2004-2005 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2004-2005 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

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

1. History 16B – The African American in the United States, 1877 to the Present
Current Status/Proposed Change

Corequisite: ~~enrollment in History 16BL~~ None

Recommended Preparation: eligibility for English 1A

This course is a survey of the experiences and the contributions of surveys the African American to experience in the American Society, United States from 1877 to the present. The course emphasizes historical, cultural, social, economic, and political facts as they relate to the factors that have shaped African American society experience as well as the historical experience of the American will be emphasized. The contributions of African Americans to the American society as a whole will also be examined.

CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. History 32 – United States Social History: Cultural Pluralism in America

Current Status/Proposed Change

Corequisite: ~~History 32L~~ None

Recommended Preparation: eligibility for English 1A

This is a survey that emphasizes the particular histories and group careers of the variety of ethnic and racial groups that compose the people of the course surveys the role and contributions of ethnic groups and racial minorities to United States; history. Emphasis is placed on these groups' cultural interaction with the American way of life from colonial times to the present. Ethnic leaders, events, problems and contributions are studied in relation to the general history of the country, the dynamics of majority-minority interaction and specific immigration policy and laws.

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Political Science 1 – Governments of the United States and California

Current Status/Proposed Change

This course is a survey of the concepts, theories, and functions of the American political system. The course covers the basic principles of the United States Constitution and the government of California with an will be examined.

eEmphasis will be placed on the formal and informal influences of federalism on the national and state governments.

INACTIVATE COURSES

1. History 16BL – The African American in the United States, 1877 to the Present: Lecture, Film, and Events Laboratory

2. History 32L – U.S. Social History: Cultural Pluralism in America: Lecture, Film, and Events Laboratory

BUSINESS DIVISION

CHANGES IN DESCRIPTIVE TITLE, LECTURE/LAB HOURS, FACULTY LOAD, UNITS, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Real Estate 25B – Real Estate Escrow Computer Applications
Units: 4.5 Lecture: .5 0 hour Lab: .5 1.5 hours Faculty Load: 5.833 7.5%
Recommended Preparation: Real Estate 26 or equivalent or concurrent enrollment (The California Department of Real Estate (DRE) license is equivalent.)
This course uses the computer as a tool in the processes found in a typical software applications specific to real estate escrow closing statement. Applications will include buyer and seller computer-generated escrow reports such as proration, calculation, and preparation of closing statements, prorations, and the HUD/RESPA settlement statement.
Students will prepare escrow instructions for a condominium and a single-family residence transaction on the computer.

Current Status/Proposed Change

2. Real Estate 25D – Real Estate Investment Analysis Computer Applications
Units: 4.5 Lecture: .5 0 hour Lab: .5 1.5 hours Faculty Load: 5.833 7.5%
Recommended Preparation: Real Estate 21 or equivalent or concurrent enrollment (The California Department of Real Estate (DRE) license is equivalent.)
This course is an introduction to the application of spreadsheet uses investment software to various areas of real estate investments, such as: rent versus buy process spreadsheet data for a real property transaction. Applications include income and expense proforma, Internal Revenue Code (IRC) 1031-exchange investment analysis, amortization, internal rate of return, and operating expense calculation of various financial rates of return. Students will produce a completed investment property analysis report on the computer.

Current Status/Proposed Change

3. Real Estate 25F – Real Estate Property Management Computer Applications
Units: 4.5 Lecture: .5 0 hour Lab: .5 1.5 hours Faculty Load: 5.833 7.5%
Recommended Preparation: Real Estate 19 or equivalent or concurrent enrollment (The California Department of Real Estate (DRE) license is equivalent.)
This course is an introduction to the application of spreadsheet uses property management software to various areas of real estate property management, such as: rent versus buy analysis, rental portfolio, loan data, rent roll, operating process accounting and contract function reports. Applications include owner operating statement, income and expense analysis, before report, rent roll, trust fund accounting, bank reconciliation and after tax cash flow, forecasting and financial

ratios disbursements reports. Students will complete typical property management forms on the computer.

CHANGES IN LECTURE/LAB HOURS, FACULTY LOAD, UNITS, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Real Estate 25C – Real Estate Practice Computer Applications

Current Status/Proposed Change

Units: ~~4~~ **1.5** Lecture: ~~5~~ **0** hour Lab: ~~5~~ **1.5** hours Faculty Load: ~~5.833~~ **7.5**%

Recommended Preparation: Real Estate 13 or equivalent or concurrent enrollment (The California Department of Real Estate (DRE) license is equivalent.)

This course uses ~~the computer in the processing of residential real estate transactions using several~~ real estate software packages such as WinForms or Zipforms, MS Excel, and TopProducer and spreadsheets. ~~The student will use the computer to complete applications for buyer qualification, buyer~~ to process forms used in a typical residential sales transaction. Applications include closing costs, ~~seller's net sheet, comparables,~~ comparable market analysis (CMA), listing contract, offer to purchase agreement, ~~listing form and similar contracts~~ counteroffer, and transfer disclosure statement (TDS). Students will complete forms for a typical residential real estate transaction presentation package for a buyer and seller on the computer.

2. Real Estate 25E – Real Estate Finance Computer Applications

Current Status/Proposed Change

Units: ~~4~~ **1.5** Lecture: ~~5~~ **0** hour Lab: ~~5~~ **1.5** hours Faculty Load: ~~5.833~~ **7.5**%

Recommended Preparation: Real Estate 14A or equivalent or concurrent enrollment (The California Department of Real Estate (DRE) license is equivalent.)

This course uses ~~the computer as a tool in the processes found in the areas of~~ loan brokerage software to process a real estate finance, including practical applications in ~~buyer qualification, amortization, HUD settlement statement,~~ loan, constant, ~~comparing interest rates and~~ Applications include calculation of ratios, debt service, and costs. Students will produce a typical loan ~~alternatives~~ package on the computer.

HEALTH SCIENCES AND ATHLETICS DIVISION

CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Physical Education 120ab – Women's Intercollegiate Softball Team

Current Status/Proposed Change

Enrollment Limitation: tryout (high school varsity ~~experience~~ or equivalent skill)

~~Varsity practice and~~ This course provides instruction and practice in the advanced techniques of softball, ~~leading to intercollegiate competition with~~ Students will compete against member schools of the South Coast Conference and other colleges. ~~An El Camino College award will be earned by student athletes who satisfactorily fulfill the course requirements.~~

Note: This course is offered in the spring semester only.

2. Physical Education 121abc – Off-Season Training for Women’s Intercollegiate Softball Team

Current Status/Proposed Change

Enrollment Limitation: tryout (high school varsity experience or equivalent skill)
~~Open to team candidates and athletes for off season~~ This course provides instruction and practice in the advanced techniques of softball training. All participants students will engage in an off-season program stressing emphasizing instruction, game tactics, skills development, strength training, and cardiovascular conditioning.

Note: This course is offered in the fall semester and summer session only.

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

	<u>Page No.</u>
A. Student Field Trips.....	1-2
B. California Community College Student Affairs Association (CCCSAA) Leadership Conference.....	2
C. El Camino College Rotaract Club – Interact Symposium.....	2
D. Forensics Team Tournaments.....	3
E. Music Association of California Community Colleges Conference...	3
F. Southern California Journalism Association of Community Colleges Fall Conference.....	3
G. EOP&S/CalWORKS Retreat.....	4
H. International Travel.....	4
I. Student Expulsion (Closed Session).....	4
J. Board Policy 1600 – Full Inclusion of People with Disabilities - First Reading.....	4, 6
K. Board Policy 4055 – Academic Accommodations for Students with Disabilities - First Reading.....	4, 7
L. Grant – Information.....	4
M. Temporary Casuals Employment.....	5, 8-13

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips for the Transfer Center, Career Center, Project Success and Puente Project. The purposes of the trips are to provide university experience, transfer options, and cultural enrichment. Additional supervisory staff that may be needed: Cheryl Beverly, Carole Bush, Griselda Castro, Bill Cooper, Ken Gaines, Ken Key, Lori Losorelli, Victoria Martinez, Elaine Moore, Lori Mukogawa, Sue Oda-Omori, Lisa Raufman, Stephanie Rodriguez, Terry Spearman, Sara Vasquez.

September 26, 2003 – E. Elaine Moore – African American Museum, Los Angeles, California. Estimated students 35. Depart 9:15am; return 12:30pm. Transportation by bus.

October 3, 2003 – E. Elaine Moore – University of Southern California, Los Angeles, California. Estimated students 30. Depart 9:15am; return 12:30pm. Transportation by bus.

October 24, 2003 – Sue Oda-Omori – University of California at Santa Barbara, Santa Barbara, California. Estimated students 14. Depart 7:00am; return 5:00pm. Transportation by van.

October 25, 2003 – Stephanie Rodriguez and Barbara Jaffe – Puente Project Motivational Transfer Conference, USC, Los Angeles, California. Estimated students 50. Depart 7:00am; return 4:00pm. Transportation by bus.

October 29, 2003 – Van Nguyen – Los Angeles Fire Department, Los Angeles, California. Estimated students 15. Depart 9:00am; return 2:00pm. Transportation by van.

October 31, 2003 – Sue Oda-Omori – Cal Poly Pomona, Pomona, California. Estimated students 14. Depart 7:00am; return 5:00pm. Transportation by van.

November 5, 2003 – Sue Oda-Omori – University of California at Los Angeles, Los Angeles, California. Estimated students 40. Depart 7:00am; return 5:00pm. Transportation by bus.

November 14, 2003 – E. Elaine Moore – University of California at Los Angeles, Los Angeles, California. Estimated students 43. Depart 9:15am; return 12:30pm. Transportation by bus.

November 14, 2003 – Sue Oda-Omori – University of California at Irvine, Irvine, California. Estimated students 14. Depart 7:00am; return 5:00pm. Transportation by van.

November 14, 2003 – Van Nguyen – KJLH Radio Station, Los Angeles, California. Estimated students 15. Depart 9:00am; return 2:00pm. Transportation by van.

November 21, 2003 – Sue Oda-Omori – University of California, Los Angeles, California. Estimated students 40. Depart 7:00am; return 5:00pm. Transportation by bus.

November 21, 2003 – Van Nguyen – Songwriters Guild, Los Angeles, California. Estimated students 15. Depart 9:00am; return 2:00pm. Transportation by van.

December 5, 2003 – Sue Oda-Omori – University of California at San Diego, San Diego, California. Estimated students 14. Depart 7:00am; return 5:00pm. Transportation by van.

December 10, 2003 – Van Nguyen – Inglewood Superior Court, Inglewood, California. Estimated students 15. Depart 9:00am; return 2:00pm. Transportation by van.

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

It is recommended that the Board approve attendance for the following students to attend the California Community College Student Affairs Association (CCCSAA) Leadership Conference, October 17-19, 2003 in Sacramento, California. Expenses in the amount of \$3,058 will be paid from the Associated Students Organizations Conference Attendance account. Harold Tyler, Advisor:

Candace Allen, Hannah Benfield, Milad Hassani, Ana Nogal, Amy Peter Pajmon Zarrineghbal

C. EL CAMINO COLLEGE ROTARACT CLUB-INTERACT SYMPOSIUM

It is recommended that the Board approve the following club officers of the Rotaract Club to attend the Rotary International District 5400 Interact Symposium in Idyllwild, California, October 3-5, 2003. No expense to the District. Leo Middleton, Advisor:

Erin Fisher, Aleck Katsman, Heidi Marshall, Maria Pulido

D. FORENSICS TEAM TOURNAMENTS – FALL 2003

It is recommended that the Board approve the following Forensics Team Tournaments for fall 2003. Expenses to be paid from District and Auxiliary funds. Francesca Bishop, Advisor.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost*</u>
Sept 27-28	Claremont Invitational	Claremont	\$ 400
Oct 18-19	Cougar Classic	Azusa	\$2,000
Oct 25-26	Lancer Invitational	Pasadena	\$1,000
Nov 7-9	Epicenter Invitational	Northridge	\$1,800
Nov 15-16	Griffin Invitational	San Diego	\$1,000
Dec 5-7	PSCFA Fall Champs	Long Beach	\$1,000

*Cost not to exceed

E. MUSIC ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES (MACCC)

It is recommended that the Board approve attendance for the following students to attend the Music Association of California Community Colleges Festival and Concert Tour, November 12-16, 2003, San Francisco, California. Conference expenses in the amount of \$5,807 to be paid from Auxiliary Services funds. Any additional expenses will be paid by the individual student. Dr. Joanna Nacheff- Director/Advisor. Additional staff: Kenner Bailey, Accompanist, and Marcia Armstrong, staff:

Kellen Abreu, Jun Agilpay, Joel Brown, Christine Burris, Leslie Cruel, Jennifer Jeffrey, Glenn Johnson, DeWayne Jones, DeForest Kirkwood, Mark Lee, Susan Leilua, Jason Magana, Robert Murillo, Brenda Parra, Trameka Richardson, Rodney Rose, Crystal Sepulveda, Ashley Stanbury, Jeanette Stephens, Christopher Tormo

Giovanni Ucciferri, Christina Van Hook, Mayra Vazquez, Joseph Ward, Charles Welker, Kimberley Williams

F. SOUTHERN CALIFORNIA JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES FALL CONFERENCE

It is recommended that the Board approve attendance of the following students at the California Journalism Association of Community Colleges Fall Conference, October 17-18, 2003, California State University, Fullerton, California. Expenses in the amount of \$1,800 to be paid from Auxiliary Services Union Conferences account. Jolene Combs and Lori Medigovich, Advisors:

Geoff Nielsen, Ronda Ayers, John Hill, Amy Malone, Stella Sutphin, Juliana Kung Yanet Martinez, Marna Beilby, Sarrah Harris, David Scarpero, Danny Lightle Agnes Jordan, George Tai, Cristian Vasquez, Tene Anderson, Wendalyn Lazarte Edgar Gomex, Adriano Santos, Ramiro Rodriguez, John Sakata, Natalie Obando Jocelyn Saddi, Cynthia Curtis, Tatiana Lavin, Darnell Walker, Fumi Iida, Lana McCarthy, Marissa Miller, Alex Junn, Mike Mandzak

G. EOP&S/CalWORKS STAFF RETREAT

It is recommended that the Board approve attendance of EOP&S/CalWORKS staff at a retreat scheduled October 24, 2003 at Cozymels', El Segundo, California. Expenses to cover the attendance of 30 staff members will not exceed \$525 and will be paid from EOP&S funds.

H. INTERNATIONAL TRAVEL

It is recommended that the Board approve Leonid Rachman to participate in the American Educational Opportunities spring 2004 Asia Tour, February 19, 2004 through March 8, 2004. The tour will cover the following locations: Taipei, Hong Kong, Penang, Singapore, Kuala Lumpur, Phuket, and Bangkok. Expenses for the tour in the amount of \$15,000 will be paid from International Student Recruitment funds.

I. STUDENT EXPULSION (CLOSED SESSION)

It is recommended that the Board consider in Closed Session the proposed Expulsion of a student.

J. BOARD POLICY 1600 – FULL INCLUSION OF PEOPLE WITH DISABILITIES-First Reading

It is recommended that the Board receive for First Reading Board Policy 1600 – Full Inclusion of People with Disabilities as shown on page 6.

K. BOARD POLICY 4055 – ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES - First Reading

It is recommended that the Board receive for First Reading Board Policy 4055 – Academic Accommodations for Students with Disabilities as shown on page 7.

L. GRANT - INFORMATION

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

Department of Education – New Fulbright-Hays Group Projects Abroad Program (GPA). The El Camino College Spanish Program and the Teacher Education Program propose a four-week Fulbright-Hays Group Project Abroad Program (GPA) seminar in Mexico entitled “Understanding a Mexican student: Integrating the Mexican Perspective into Teacher Education”. Participants include, ECC faculty who teach Spanish or TEP courses, and elementary school teachers from local school districts.

Amount of Grant Funding from Granting Agency	\$56,160
Amount of College Match (In-kind)	<u>\$32,358</u>
Total Amount of Grant	\$88,518
Performance Period: April 1, 2004 through March 31, 2005	

M. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 8 through 13.

BOARD POLICY 1600

FULL INCLUSION OF PEOPLE WITH DISABILITIES

The District is committed to the full inclusion of and effective communication with people with disabilities. It is the responsibility of all employees and designees of the District to design information and services to achieve universal accessibility, and to become familiar with the guidelines and procedures for designing, creating, purchasing, and disseminating any publication materials which are utilized in communicating to the community we serve. Procedures will specify the standards for production of alternative formats.

Reference:

El Camino College Board Policy 3410, 3420, 7100
California Government Code Section 11135
California Education Code Sections 66250, 72010
Title 5, Section 53000
Title 5, California Code of Regulations, Section 59300 et seq.
Title 34
Title 36 CFT Part 1194
Public Law 104-197 (Chafee Amendment)
California Education Code, Section 67302 (added by passing of California
Assembly Bill 422, 1999)
Rehabilitation Act 1973 inclusive of Section 504 and 508 (29 U.S.C. 794d)
Title II, Americans with Disabilities Act, 1990

El Camino College
Adopted:

El Camino Community College District is committed to providing, in a timely and appropriate manner, accommodations for students with disabilities. El Camino College recognizes the need to accommodate, to the greatest extent possible, students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. El Camino College intends that all of its graduates master the competencies required by Title 5 of the California Code of Regulations and complete courses required for degree or certificate.

Reference: Title 5, Section 56006 (DSPS Regulations)

El Camino College
Adopted:

1. Lindsay Cartland--Reader, \$6.75 per hour, Wednesday and Saturday (varies), 8:00 a.m. to 9:00 p.m. (varies), effective October 21 through December 21, 2003, Humanities, Academic Affairs Area, to assist English 1A instructor in evaluating essays, funded by District funds.
2. Robin Cash--Program Assistant I, \$8.00 per hour, Monday through Friday, 8:15 a.m. to 6:00 p.m. (varies) effective September 22, 2003, through June 30, 2004, Business, Academic Affairs Area, to assist students in the open computer lab, funded by District funds.
3. Julio Cruz--Police Communications Operator II, \$11.00 per hour, Monday through Sunday (varies), noon to noon (varies), effective October 21, 2003 through June 30, 2004, Campus Police, Administrative Services Area, to work on-call providing police dispatching services, funded by parking funds.
4. Kari Brody--Paraprofessional, \$12.00 per hour, Monday through Friday (varies), 8:00 a.m. to 5:00 p.m. (varies), effective October 21, 2003, through June 30, 2004, Health Sciences and Athletics, Academic Affairs Area, to supervise students in the Fitness Center, develop exercise training programs, and maintain attendance records, funded by District funds.
5. Timothy Dennis--Professional II, \$32.00 per hour, Monday through Sunday (varies), 8:00 a.m. to 10:00 p.m. (varies), effective October 21, 2003, through June 30, 2004, Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership, and professional services for the Fire Academy program, funded by District funds.
6. Kathleen Doyle--Stage Assistant IV, \$9.00 per hour, Monday through Friday (varies), 8:00 a.m. to 5:00 p.m. (varies), effective October 6, 2003, through May 30, 2004, Fine Arts, Academic Affairs Area, to paint scenery for the Fine Arts Theatre Department productions, funded by District funds.
7. Kevin Duncan--Coaching Assistant, \$16.25 per hour, Wednesday, noon to 2:00 p.m., effective October 21, 2003, through December 5, 2003, Health Sciences and Athletics, Academic Affairs Area, to aid in the coaching responsibilities of the football team, funded by District funds.
8. Garner Eastham--Paraprofessional, \$15.00 per hour, Monday through Thursday, 3:00 to 6:00 p.m., effective October 21, 2003 through December 19, 2003, Humanities, Academic Affairs Area, to work in the Writing Center assisting students in all phases of the composing process, funded by District funds.

9. Benjamin Edwards--Teacher's Assistant IV, \$11.50 per hour, Monday through Saturday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 22, 2003 through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation for students with disabilities, funded by District and VATEA funds.
10. Kelley Falconer--Reader, \$6.75 per hour, Monday through Friday (varies), 8:00 a.m. to 9:00 p.m. (varies), effective October 21, 2003 through December 13, 2003, Humanities, Academic Affairs Area, to assist English 1A instructor in evaluating essays, funded by District funds.
11. Kimberly Ann Fatone--Reader, \$6.75 per hour, Wednesday and Saturday (varies), 8:00 a.m. to 9:00 p.m. (varies), effective November 18 through December 12, 2003, Humanities, Academic Affairs Area, to assist English 1A instructor in evaluating essays, funded by District funds.
12. Ricardo Gomez--Paraprofessional, \$15.50 per hour, Tuesday, Thursday, Saturday, 8:00 a.m. to 9:00 p.m. (varies), effective September 2, 2003, through June 13, 2004, Natural Sciences, Academic Affairs Area, to serve as a facilitator for academic excellence workshops for Physics 1A, funded by MESA grant funds.
13. Maribel Hernandez--correcting job title from Program Assistant II to Program Assistant III, \$10.00 per hour, Tuesday, Thursday, and Friday, 8:00 a.m. to 5:00 p.m., effective July 1, 2003, through June 30, 2004, Enrollment Services, Student and Community Advancement Area, to assist the counseling staff with case management and program development for the Title V grant, funded by Title V grant funds (previously Board approved June 9, 2003).
14. Thu-Hang Hoang--Tutor VII, \$18.50 per hour, Monday through Thursday, 10:30 a.m. to 12:30 p.m., effective September 2, 2003 through December 21, 2003, Mathematical Sciences, Academic Affairs Area, to tutor advanced math students at the Math Study Center, funded by District funds.
15. Rita Hull--Program Assistant I, \$8.00 per hour, Tuesday and Thursday, 10:00 a.m. to 1:00 p.m., effective October 21, 2003, through June 30, 2004, Behavioral and Social Sciences, Academic Affairs Area, to assist with the Study Abroad program advertising and promotional activities, funded by District funds.

16. Bobby Jimenez--Teacher's Assistant IV, \$11.50 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 2, 2003, through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and VATEA funds.
17. Deborah Juarez--Program Assistant I, \$8.00 per hour, Monday and Wednesday, 10:00 a.m. to 3:00 p.m., effective October 21, 2003, through June 30, 2004, Behavioral and Social Sciences, Academic Affairs Area, to provide support to the study abroad program, funded by District funds.
18. Verginie Kassouf--Tutor IV, \$11.50 per hour, Monday through Friday (varies), 8:00 a.m. to 6:00 p.m. (varies), effective October 21, 2003, through June 30, 2004, EOP&S, Counseling and Student Services, Student and Community Advancement Area, to provide tutoring to low skill level students, funded by EOP&S funds.
19. Maria Kavoulakis--Reader, \$6.75 per hour, Monday through Sunday (varies), 8:00 a.m. to 9:00 p.m. (varies), effective October 21, 2003 through December 21, 2003, Humanities, Academic Affairs Area, to assist English 1A instructor in evaluating essays, funded by District funds.
20. Stephen Kotleba--Program Assistant III, \$10.00 per hour, Tuesday through Friday, 8:00 a.m. to 5:00 p.m. (varies) effective October 21, 2003, through June 30, 2004, Behavioral and Social Sciences, to monitor and assistant students in the Teacher's Resource Room for the Careers in Child Care program, funded by Careers in Child Care Grant.
21. Nai-Ka Kuo--Tutor II, \$8.50 per hour, Tuesday through Thursday, 3:00 to 7:00 p.m., effective October 21 through June 30, 2004, Learning Resources Unit, Academic Affairs Area, to provide tutoring services for Business 10 students, funded by District funds.
22. Consuelo Morales--Interpreter-Novice, \$13.75 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective October 1, 2003 through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and VATEA funds.
23. Tom O'Malley--Interpreter II, \$19.25 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 22, 2003, through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and VATEA funds.

24. Cornelia Nitzschner--Reader, \$6.75 per hour, Monday through Sunday (varies), 8:00 a.m. to 9:00 p.m. (varies), effective October 21, 2003 through December 12, 2003, Humanities, Academic Affairs Area, to assist English 1A instructor in evaluating essays, funded by District funds.
25. Andrea Pandolfo--Tutor II, \$9.50 per hour, Monday through Friday (varies), 8:00 a.m. to 6:00 p.m. (varies), effective October 21, 2003, through June 30, 2004, EOPS/Counseling and Student Services, Student and Community Advancement Area, to tutor low skill level students, funded by EOP&S funds.
26. Lori Patton--Interpreter I, \$17.25 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 22, 2003, through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and VATEA funds.
27. John Peterson--Tutor III, \$9.50 per hour, Wednesday, 10:00 a.m. to 1:30 p.m., effective October 21, 2003 through December 21, 2003, Mathematical Sciences, Academic Affairs Area, to tutor students at the math study center, funded by District funds.
28. Gerald Roberts--Paraprofessional, \$13.00 per hour, Monday through Thursday, 8:00 a.m. to 4:00 p.m., effective October 21, 2003 through December 19, 2003, Humanities, Academic Affairs Area, to tutor English students and provide assistance in their writing assignments, funded by District funds.
29. LaTasha Short--Paraprofessional, \$14.00 per hour, Monday through Friday, 9:00 a.m. to 2:00 p.m., effective October 21, 2003, through June 30, 2004, CalWORKS/EOP&S, Counseling and Student Services, to provide assistance to the CalWORKS/EOP&S Outreach and Recruitment Unit, funded by EOPS funds.
30. Matthew Steele--Teacher's Assistant II, \$7.00 per hour, Tuesday, 7:30 to 11:00 p.m., effective September 16, 2003, through June 30, 2004, Natural Sciences, Academic Affairs Area, to assist astronomy instructors with night lab classes, funded by District funds.
31. Jonathan Strouse--Professional II, \$32.00 per hour, Friday (as needed), 8:00 a.m. to 5:00 p.m., effective October 21, 2003, through June 30, 2004, Community Advancement, Student and Community Advancement Area, to instruct first aid and CPR classes, funded by Standards for Training Certification and Watch Keeping income.
32. Kenneth Talanoa--Coaching Assistant, \$16.25 per hour, Saturday, 6:00 to 8:00 p.m., effective September 2, 2003 through December 21, 2003, Health Sciences and Athletics, Academic Affairs Area, to assist with coaching the football team, funded by District funds.

33. Shiloh Talanoa--Program Assistant I, \$8.00 per hour, Monday through Friday, 10:00 a.m. to 2:00 p.m., effective October 22, 2003, through June 30, 2004, Behavioral and Social Sciences, Academic Affairs Area, to work as a receptionist and provide support to the Behavioral and Social Sciences Division office, funded by District funds.
34. Mona Tanji--Interpreter IV, \$24.25 per hour, Monday through Sunday (varies), 7:00 a.m. to 10:00 p.m. (varies), effective September 24, 2003, through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation to students with disabilities, funded by District and VATEA funds.
35. John Velasquez--Professional II, \$32.00 per hour, Monday through Sunday (varies), 8:00 a.m. to 10:00 p.m. (varies), effective October 21, 2003, through June 30, 2004, Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership, and professional services to the Fire Academy Program, funded by District funds.
36. Carlos Villasenor--Program Assistant I, \$8.00 per hour, Monday through Friday, 7:30 a.m. to 4:00 p.m., effective July 1, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to work in the Bookstore and convenience stores, funded by District funds.
37. Leah Weed--Paraprofessional, \$15.00 per hour, Monday and Wednesday, 4:00 to 6:00 p.m. (varies) effective October 21, 2003 through December 17, 2003, Humanities, Academic Affairs Area, to work in the Writing Center assisting students in all phases of the composing process, funded by District funds.
38. Jennifer Whitehead--Paraprofessional, upgrade from \$9.00 per hour to \$12.00 per hour, Monday through Thursday, 8:00 a.m. to 2:00 p.m., effective October 21, 2003, through June 30, 2004, Health Sciences and Athletics, Academic Affairs Area, to provide receptionist duties and assistance to the division office, funded by District funds (previously Board approved August 18, 2003).
39. Shadi Zafarpour--Paraprofessional, \$8.50 per hour, Monday through Friday (varies), 8:00 a.m. to 9:00 p.m. (varies), effective October 24, 2003 through December 21, 2003, Enrollment Services, Student and Community Advancement Area, to facilitate review sessions for students participating in the First Year Experience, funded by Title V grant funds.

40. The following individuals to work as Bookstore Aide I, \$6.75 per hour, Monday through Friday (varies), 7:00 a.m. to 5:00 p.m. (varies), effective October 21, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to work in the Cafeteria cleaning tables, trays, and vacuuming, funded by District funds.

Sheldon Grunberg
Thomas O'Hagan

Terry Reed
Jennifer Sun

Joseph Smith

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

	<u>Page No.</u>
A. Joint Powers Authority	1
B. Contracts/Personal Service Agreements Valued at \$50,000 or Higher	3
C. Contracts - Amendments	3
D. Resolutions	4
E. Bid 2003-02/MCS Re-Roof, East Side.....	4
F. Bid 2003-03/Campus Refuse Removal	5
G. Public Works Project – Change Orders.....	5
H. Purchase Orders.....	5

A. JOINT POWERS AUTHORITY

It is recommended that the Board approve a resolution to participate in a JPA to assign delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for the fiscal year 2003-2004. The initial estimate is that El Camino College would receive approximately \$50,000 for the current fiscal year.

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
EL CAMINO COMMUNITY COLLEGE DISTRICT
APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO
THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE
AUTHORITY FOR THE FISCAL YEARS ENDING JUNE 30 2003 AND 2004,
AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED
DOCUMENTS AND ACTIONS**

WHEREAS, under Section 6516.6 of the Government Code of the State of California (the “Law”), a school district is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school district for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with the Law upon terms and conditions which are acceptable to school districts; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for a school district for revenue limit purposes is equal to 100% of the school district’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the school district; and

WHEREAS, the District has previously sold to the Authority its allocable share of delinquent ad valorem property taxes levied by the County of Los Angeles (the “Tax Receivables”) for the fiscal years ending June 30 in each of the years 1999 through 2002; and

WHEREAS, the Authority has requested the District to sell its Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004 on terms and conditions substantially identical to the terms and conditions contained in the Purchase and Sale Agreement (the “Prior Agreement”) relating to the original purchase of the Tax Receivables by the Authority from the District for the fiscal years ending June 30 in each of the years 1999 through 2002; and

WHEREAS, the Authority has made arrangements to issue and sell a certificate of participation representing a participation interest in all of the Tax Receivables received from the District and from other participating school districts in the County of Los Angeles, which certificate of participation will be sold to a designee of Plymouth Financial Company, Inc., a Delaware corporation (“Plymouth”); and

WHEREAS, the Authority has presented the District with a commitment letter among the District, the Authority and Plymouth, and the governing board of the District wishes to take its action at this time to authorize the execution and delivery of such commitment letter and all documents and actions relating to the sale of the Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004, upon the terms and conditions substantially identical to the terms and conditions set forth in the Prior Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the El Camino Community College District as follows:

Section 1. Approval of Financing Plan; Sale of Tax Receivables to Authority. The Board hereby approves the financing plan presented to the Board at the meeting at which this Resolution is adopted, and as generally described in the recitals of this Resolution. Pursuant to the financing plan, the Board hereby approves and authorizes the sale of the Tax Receivables to Authority for the fiscal years ending June 30 in each of the years 2003 and 2004 on terms and conditions substantially identical to the terms and conditions contained in the Prior Agreement. The Vice President of Administrative Services of the District is hereby authorized and directed to approve the final form of a Purchase and Sale Agreement between the District and the Authority, containing terms and conditions substantially identical to the terms and conditions set forth in the Prior Agreement. The Vice President of Administrative Services of the District is further hereby authorized and directed to execute the final form of said Purchase and Sale Agreement in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of the executed Purchase and Sale Agreement.

Section 2. Official Actions. The Superintendent, the Vice President of Administrative Services, and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority for the fiscal years ending June 30 in each of the years 2003 and 2004. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

Section 3. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this ____ day of _____, 2003, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

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

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

Computerland of Silicon Valley – Microsoft campus agreement license renewal. Contract period FY 2003/2004. Cost \$56,550.35. Blanket Purchase Order Number B67739. Account number 11-55620-00-678000-8300.

C. CONTRACTS – AMENDMENTS

~~***C. W. Driver** — It is recommended that the Board of Trustees approve C.W. Driver's Additional Services Request # 1. At its regular meeting on July 15, 2002, the El Camino College Board of Trustees approved a contract with C.W. Driver to perform construction management services related to the Natural Science Complex Renovation. The agreement was based upon a projected 24 months of services. The construction schedule must be increased to 27 months due to:~~

~~*Item withdrawn and no substitutions were made.~~

1. ~~Delay by the Division of the State Architect in approving the project's construction plans due to unexpected upgrades required to the elevator at the east end of the building.~~
2. ~~The need to rebid the three prime trades of masonry, elevator and structural and other steel contractors.~~

~~The changes by the State Architect required C.W. Driver to re-estimate construction costs, review new design documents, prepare bid packages for above trades, market project to potential bidders, conduct job walks and conferences, review and evaluate bids received to insure costs will be within project budget. The additional compensation of \$156,069 has been reviewed in accordance with the rate structure negotiated in the contract originally approved.~~

Small Manufacturing Institute (SMI) – The Small Manufacturing Institute (SMI) and the District's Center for Competitive Technologies (CACT) have entered into a partnership on an Industry Driven Regional Collaborative grant. The grant provides funding for the implementation of a Robotics Academy, the development of a Skills Center in the Industry and Technology Division, and a Manufacturing Engineering Technology Certificate. Using grant funds, SMI will identify, hire, pay and provide Worker's Compensation coverage to student interns and lab assistants. This is the second year of the grant. Estimated costs for the internship program facilitated by SMI in the 2003-2004 year will be \$47,000, bring the total contract with SMI to \$96,920. Account number 12-55130-00-709900-6472.

D. RESOLUTIONS

It is recommended that the Board approve Resolution ETP 115 to authorize the District to negotiate and execute the Employment Training Panel Agreement. The agreement will allow the District to provide training courses in production techniques, statistical process control, continuous improvement, management skills and office automation through the CACT program, and paid for by the Employment Training Panel, for the period November 2003 through December 2005.

E. BID 2003-02/MCS RE-ROOF, EAST SIDE

It is recommended that the following contractor be awarded the agreement for the MCS Building (east side) re-roofing, in accordance with the specifications, terms, and conditions of the above named project.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Southern California Roofing, Inc. [5]	\$34,750.00 including all materials, labor, and taxes as applicable

Other Bidders: Best Roofing \$37,000 [4]; Coast Roofing \$37,586.00 [4]; Stone Roofing \$42,446.00 [3]; Vance and Associates \$44,887.00 [2].

“No Bid” Responses: None

Non-Respondents: Letner Roofing; Long Beach Roofing

F. BID 2003-03/CAMPUS REFUSE REMOVAL

It is recommended that the following contractor be awarded the agreement for campus refuse removal for the District in accordance with the specifications, terms, and conditions of the above named project. Contract period: November 1, 2003 through June 30, 2005

<u>P.O.#</u>	<u>Vendor</u>	<u>Amount</u>
TBD	Cal-Met Services [not reported]	\$68,544.00 est. per year Including estimated service and rental fees for bins as needed for a two-year contract period

Other Bidders: Waste Management, \$81,024.00 [4].

“No Bid Responses:” None

Non-Respondents: BFI; Consolidated Disposal Service Inc.; CWS Inc.; Solid Waste Recycling and Disposal. Inc.

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

G. PUBLIC WORKS PROJECT - CHANGE ORDERS

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

<u>Contractor</u>	<u>Time Extension</u>	<u>Amount</u>
John Jory Corporation (B58186)	0	\$2,813
Ch. Order 001 COR #021 Door frame & window depth increase for added six walls		\$1,257
COR #021 Change from Type A3 to A6 Walls ...		\$1,556
Ch. Order 002	0	\$3,940
▪ COR#022 Greenboard tile substrate		\$3,374
▪ COR#026 Change Type A3 to A6 Walls–Encompass column base plates		\$ 566
Ch. Order 003	0	\$4,596
o COR#027- Increase wall thickness at Room #C106		\$ 998
o COR#031 Added wall furring-Rooms C146 & C144		\$2,257
o COR#039 Widening of walls–Rooms C107, C135, & C140		\$1,341
Conrod Concrete, Inc. (B58195)	0	\$6,591
Ch. Order 002 COR#013 Re-building of slab at Room B118		\$6,591

H. PURCHASE ORDERS

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

Run Date
10/6/200

El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 10-20-2003

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

P.O. No.	Vendor Name	Site Name	Description	P.O. Cost
P0060548	Danceteacher	Theatre/Dance	Supplies	\$19.95
P0060549	CAPP Associates	Testing Center	Maintenance Contracts	\$1,865.34
P0060550	Samuel French, Inc.	Fine Arts	Supplies	\$190.00
P0060551	Samuel French, Inc.	Fine Arts	Supplies	\$82.42
P0060552	Dramatists Play Services, Inc	Fine Arts	Supplies	\$60.00
P0060553	Grizzly Industrial	Art Department	Supplies	\$201.05
P0060554	U.S. Government Printing Office	Astronomy	Other Books	\$108.00
P0060555	L.A.C.M.T.A.	Categorical Apportin	Bus Passes and Food Vouch	\$387.00
P0060556	CCCCSSAA Riverside Community Coll	VP-SCA	Conferences Mgmt	\$40.00
P0060557	Samuel French, Inc.	Fine Arts	Supplies	\$35.00
P0060558	Midwest Volleyball Warehouse	Resp Therapy	Supplies	\$1,071.73
P0060559	ASTD	Community Advancement	Dues And Memberships	\$165.00
P0060560	S & B Food Services Cafeteria/Cat	Categorical Apportin	Bus Passes and Food Vouch	\$250.00
P0060561	Smart Beep	Nursing	Supplies	\$340.08
P0060562	Mass Press	Civic Ctr Comm Serv	Supplies	\$33.56
P0060563	Western Highway Products, Inc.	Paint Shop	Supplies	\$170.47
P0060564	Environmental Recovery Services	Hazmat	Waste Disposal	\$1,180.00
P0060565	Daily Breeze, the	Fiscal Services	Publications/ Periodicals	\$73.00
P0060566	Cal Caswell	(STCW) Standards	Reproduction – Noninstruc.	\$892.91
P0060567	Bob Gann	Administrative Serv.	Supplies	\$115.80
P0060568	Teg Lvi	Hazmat	Other Services And Expense	\$2,100.00
P0060569	Keenan & Associates	Purchasing and Busin	Excess Property	\$24,066.90
P0060570	A-1 Office Plus	Presidents Office	Supplies	\$87.65
P0060571	Audio Amateur Audioexpress	Electronics	Publications Periodicals	\$76.00
P0060572	Advanced Electronics	Ctr for Arts Product	Repairs Parts And Supplies	\$105.00
P0060573	Franklin Covey	Purchasing and Busin	Supplies	\$58.02
P0060574	Board of Governors California Com	Presidents Office	Conferences Mgmt	\$200.00
P0060575	SESAC Inc.	Ctr for Arts Product	Other Services And Expense	\$372.75
P0060576	American Express Travel	CITD/Calif-Mexico	Transportation/ Mileage	\$112.50
P0060577	American Express Travel	SBDC CITD	Transportation/ Mileage	\$112.50
P0060578	Maurice Kogon	CITD Program Income	Multi Media Advertising	\$125.00
P0060579	CPP Consulting Psychologists Pres	Career Center	Supplies	\$74.66
P0060580	West Group	Health, Safety	Publications Periodicals	\$363.00
P0060581	Highsmith Company Inc.	Transfer Center	Supplies	\$55.18
P0060582	Hitt Marking Devices	Transfer Center	Supplies	\$40.60
P0060583	Cal-Ed Optical	Division Office BSSC	Repairs Noninstructional	\$1,162.38
P0060584	Independent Foundry Supply/IFSCO	Art Department	Supplies	\$173.20

P0060585	J. F. Mccaughin Company	Art Department	Supplies	\$1,037.36
P0060586	Toft Wolff Farrow, Inc.	Repl Heat Piping-Nor	Contract Services	\$8,617.22
P0060587	Mayer Laboratories, Inc. Gateway	Physical Education	Supplies	\$155.88
P0060588	Texan	Physical Education	Supplies	\$426.35
P0060589	Mckesson	Physical Education	Supplies	\$60.19
P0060590	Fore Par	Physical Education	Supplies	\$477.03
P0060591	Concordia	Ctr for Arts Instr/A	Other Rentals	\$40.00
P0060592	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,484.73
P0060593	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$4,845.27
P0060594	Specialty Doors	Facilities/Planning	Repairs Noninstructional	\$2,358.10
P0060595	Cal Western Paint	Grounds	Supplies	\$3,646.68
P0060596	Scotch Paint Corporation	Grounds	Supplies	\$99.70
P0060597	Flue Steam, Inc.	Facilities/Planning	Repairs Noninstructional	\$352.44
P0060598	Rose Brand	Ctr for Arts Product	Repairs Parts And Supplies	\$261.68
P0060599	Peninsula High School	Public Information	Multi Media Advertising	\$250.00
P0060600	Image Solutions	Admissions/Records	Supplies	\$13,745.18
P0060601	United Rentals	Operations	Repairs Noninstructional	\$162.50
P0060602	Postal Privilege	Title V CSUDH	Postage	\$36.54
P0060603	School World Software	Contract Education	Supplies	\$479.39
P0060604	Quinn Power Systems	Facilities/Planning	Repairs Noninstructional	\$339.49
P0060605	California Pro Sports	Resp Therapy	Supplies	\$937.61
P0060606	Hely & Weber	Radiologic Tech Dona	Supplies	\$868.05
P0060607	Xpedx Paper & Graphics	Copy Center	Supplies	\$563.22
P0060608	NCAA Publishing	Physical Education	Supplies	\$248.95
P0060609	Springco Equip.	Physical Education	Supplies	\$1,556.35
P0060611	Digital Printing Systems	Parking-Student Perm	Supplies	\$628.72
P0060612	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$1,377.67
P0060613	Clears, Inc. Wendy Phelps, SSSC	Parking-Student Perm	Conferences Mgmt	\$35.00
P0060614	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$2,510.70
P0060615	The Baird Company International	Parking-Student Perm	Supplies	\$763.51
P0060616	Scantron Corporation	Information Technolo	Supplies	\$165.14
P0060617	Armstrong Medical Industries	Physical Education	Supplies	\$248.82
P0060618	Promaxis, Mfg.	Physical Education	Supplies	\$289.44
P0060619	Marriot Oakland City Center	Presidents Office	Conferences Mgmt	\$241.98
P0060620	Arch Wireless	Telecommunications	Other Services And Expense	\$52.46
P0060621	Dell Computer Corp.	MESA Program 2002	Replacement Computer Equi	\$1,410.61
P0060622	S & B Food Services Cafeteria/Cat	EOPS/Care Prior Year	Bus Passes and Food Vouch	\$13,000.00
P0060623	Mcmaster-Carr Supply Company	Physics	Supplies	\$76.32
P0060624	A-1 Office Plus	DSPS	Supplies	\$173.19
P0060625	John DeMita	Fine Arts	Supplies	\$100.00
P0060626	Dawn C. Huntoon	Fine Arts	Supplies	\$500.00
P0060627	William J. Georges	Fine Arts	Supplies	\$400.00
P0060628	William J. Georges	Fine Arts	Supplies	\$300.00
P0060629	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$114.00

P0060630	Joyce Littrell	Fine Arts	Supplies	\$200.00
P0060631	Aspen Publishers, Inc	Planning/ Research	Publications Periodicals	\$531.78
P0060632	Achro/Eeo	Human Resources	Dues And Memberships	\$150.00
P0060633	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$684.14
P0060634	Western Highway Products, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$1,302.68
P0060635	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$417.86
P0060637	Armstrong Medical Industries	Nursing	Supplies	\$259.87
P0060638	Classline, Inc.	Parking-Student Perm	Supplies	\$168.00
P0060639	Caped Convention, 2003	SRC Donations	Conferences Mgmt	\$2,365.00
P0060640	Mass Press	CalWORKs	Supplies	\$33.56
P0060641	Geac Computers Inc	Division Office Inst	Maintenance Contracts	\$18,917.40
P0060642	Community College League of Calif	Presidents Office	Conferences Mgmt	\$270.00
P0060643	Xerox Corporation	MESA Program 2002	New Equipment - Instructi	\$1,028.38
P0060644	American Express Travel	CalWORKs	Conferences Other	\$321.08
P0060645	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$144.13
P0060646	Charles F. Turner	Fine Arts	Supplies	\$400.00
P0060647	Kimberly Deshazo	Fine Arts	Supplies	\$1,200.00
P0060648	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$256.00
P0060649	Occupational Health & Safety	Health, Safety	Publications Periodicals	\$79.00
P0060650	Gates College	Contract Education	Building Rental	\$400.00
P0060651	ACCT	Testing Center	Supplies	\$209.14
P0060652	The Apple Store	Public Information	Supplies	\$1,486.87
P0060653	National Promotions and Advertis	Public Information	Multi Media Advertising	\$5,000.00
P0060654	Joseph R. Smith & Assoc., Inc.	Student Affairs	Supplies	\$2,983.72
P0060655	Inc.	Contract Training	Publications Periodicals	\$29.00
P0060656	Network Solutions, Inc.	Ed & Community Devel	Supplies	\$35.00
P0060657	California Community Colleges	Public Information	Conferences Mgmt	\$165.00
P0060658	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$28.85
P0060659	American Express Travel	Univ- Silesia, Cieszzy	Travel And Conference Exp	\$1,389.00
P0060660	Diana Callahan	RITC 10/1/03 - 9/30	Contract Services	\$150.00
P0060661	Xerox Corporation	Copy Center	Supplies	\$3,907.83
P0060662	Lighthouse Publishing	El Camino Language	Multi Media Advertising	\$2,400.00
P0060663	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$6,918.00
P0060664	Plas-Tech Resources	Student Affairs	Supplies	\$398.48
P0060665	Paper Direct	El Camino Language	Supplies	\$261.85
P0060666	School World Software	Presidents Office	Supplies	\$225.51
P0060667	South Bay Economic Development	VP-SCA	In-Service Training	\$750.00
P0060668	Platinum Industries	Information Technolo	Repairs Noninstructional	\$4,948.75
P0060669	National League for Nursing Accre	Nursing	Dues And Memberships	\$1,050.00
P0060670	Intelcom	Instructional Televi	Other Services And Expense	\$1,782.00
P0060671	Lippincott Williams & Wilkins Sub	Nursing	Publications Periodicals	\$189.95
P0060672	R N	Nursing	Publications Periodicals	\$24.97
P0060673	American Express Travel	CACT COCCC	Transportation/ Mileage	\$227.74
P0060674	Southwestern Bag	Ctr for Arts Product	Supplies	\$911.82

P0060675	Universal Tool Service	Ctr for Arts Product	Repairs Parts And Supplies	\$126.18
P0060676	Quality Business Machines	Admissions/Records	Repairs Noninstructional	\$93.71
P0060678	Southland Lumber	Ctr for Arts Product	Supplies	\$669.09
P0060679	Cal Western Paint	Ctr for Arts Product	Supplies	\$611.22
P0060680	Boyce Forest Products	Ctr for Arts Product	Supplies	\$669.50
P0060681	Rose Brand	Fine Arts	Supplies	\$1,151.61
P0060683	American Association of Woodturne	Construction Technol	Dues And Memberships	\$60.00
P0060684	Surfware, Inc.	CADD	Data Processing Rentals	\$1,299.00
P0060685	Redondo Electric	Construction Technol	Repairs - Instructional	\$384.90
P0060686	Elsvier	Nursing	Publications Periodicals	\$106.00
P0060687	Pacific Coachways	Counseling Office	Supplies	\$268.00
P0060688	Pacific Coachways	Counseling Office	Supplies	\$268.00
P0060689	Carson Chamber of Commerce	Presidents Office	Dues And Memberships	\$125.00
P0060690	North Star Graphics	Parking-Student Perm	Supplies	\$260.00
P0060691	Acco Engineered Systemx	Facilities/Planning	Repairs Noninstructional	\$32,389.48
P0060692	Glendale Community College	Presidents Office	Conferences Mgmt	\$150.00
P0060693	Consolidated Plastics Co., Inc.	Facilities/Planning	Supplies	\$267.07
P0060694	U.S. Healthworks	VATEA Supplementary	Supplies	\$17.00
P0060695	Vecchiarelli Brothers, Inc.	VATEA I&T	New Equipment - Instructi	\$1,368.86
P0060696	Joe Castellon	VATEA I&T	Supplies	\$1,152.87
P0060697	Mcmaster Carr	VATEA I&T	Supplies	\$1,065.39
P0060698	Mcmaster Carr	VATEA I&T	Supplies	\$381.88
P0060699	Johnstone Supply	VATEA I&T	Supplies	\$1,688.88
P0060700	Johnstone Supply	VATEA I&T	Supplies	\$649.83
P0060701	Cambridge University Press	Music Library	Library Books	\$18.40
P0060702	Harris Steel Fence Co., Inc.	Improve Campus Appea	Site Improvements	\$1,280.60
P0060703	G. Schirmer Rental Library	Ctr for Arts Instr/A	Other Rentals	\$17.58
P0060704	Judith Norton	Ca Virtual Uni. 2nd	Supplies	\$64.95
P0060705	School Specialty Inc.	Facilities/Planning	Supplies	\$40.65
P0060706	Charles G. Hardy, Inc	Carpenter Shop	Supplies	\$50.60
P0060707	Biddle Consulting Group	Human Resources	Other Services And Expense	\$849.00
P0060708	Casbo Vendor Show Walnut Valley	Fiscal Services	Conferences Mgmt	\$40.00
P0060709	Boise Cascade	Humanities	Supplies	\$1,620.55
P0060710	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$1,225.39
P0060711	Business Publishers, Inc. Legisla	Nursing	Publications Periodicals	\$296.25
P0060712	Pitney Bowes, Inc.	Title V CSUDH	Postage	\$1,000.00
P0060713	Gunther Athletic Service	Physical Education	Supplies	\$647.86
P0060714	Nuworld Business System	Title V CSUDH	New Equipment - Instructi	\$575.00
P0060715	Mass Press	Division Office Huma	Supplies	\$33.56
P0060716	American Industrial Supply, Inc.	Operations	Supplies	\$983.07
P0060717	Dell Computer Corp.	ATE-Articulation Par	New Computer Equipment-No	\$5,967.09
P0060719	Law Fire Protection Company	Facilities/Planning/	Other Services And Expens	\$4,456.62
P0060720	Environmental Recovery Services	Hazmat	Waste Disposal	\$4,295.00
P0060721	Los Angeles County Office of Educ	Institutional Service	County Contracts	\$1,600.00

P0060722	Southern California Community Col	Purchasing and Busin	Excess Insurance Liabilit	\$850,000.00
P0060723	Big Ed's Chainsaw Service	P4E Inglewood Fire	Repairs - Instructional	\$517.53
P0060724	Mass Press	CADD	Supplies	\$55.21
P0060725	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,341.45
P0060726	Construction Book Express	Construction Technol	Other Books	\$175.77
P0060727	Aardvark Tactical, Inc	Parking-Student Perm	Supplies	\$2,598.00
P0060728	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$62.00
P0060729	ECCTYC/English Council of Califor	Division Office Huma	Publications/ Periodicals	\$175.00
P0060730	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$948.26
P0060731	Crucial Technology	ATE-Articulation Par	New Computer Equipment-No	\$619.13
P0060732	Donelia R. Martinez	WPLRC Employment Dev	Parking Permits	\$26.00
P0060733	S & B Food Services Cafeteria/Cat	Counseling Office	Supplies	\$816.40
P0060734	Matson Printing	Fiscal Services	Supplies	\$864.92
P0060735	Quality Business Machines	Art Department	Repairs Parts And Supplies	\$200.00
P0060736	Pacific Coachways	Counseling Office	Supplies	\$522.31
P0060737	Pacific Coast Office Products	Counseling Office	New Equipment – Noninstruc.	\$275.16
P0060738	Mass Press	Counseling Office	Supplies	\$33.56
P0060739	Mifco	Art Department	Supplies	\$369.65
P0060740	JCPC Computing Paramedics	Telecommunications	Telephone	\$140.59
P0060741	RPM Retail Program Managers	Health, Safety	Supplies	\$1,347.71
P0060742	Time Clock Sales and Service	Faculty & Staff Dive	Supplies	\$113.30
P0060743	Chalmers-Painter, Inc.	Ed & Community Devel	Multi Media Advertising	\$2,025.00
P0060744	National Promotions and Advertis	SBDC C02-0040 1/03	Reproduction – Noninstruc.	\$2,617.49
P0060745	The Journal of Light Construction	Construction Technol	Publications Periodicals	\$39.95
P0060746	Wilson Racquet Sports	Physical Education	Supplies	\$2,055.17
P0060747	Modern Machine Shop	Machine Tool Technol	Publications Periodicals	\$30.00
P0060748	Department of Health Services	Rad Tech	Maintenance Contracts	\$584.85
P0060749	Roof Sportswear	Health Sciences and	Fundraising	\$440.01
P0060750	Abtech Support, Inc.	Information Technolo	Supplies	\$1,449.25
P0060751	Postal Privilege	Title V CSUDH	Postage	\$37.72
P0060752	Genesis Computer Systems, Inc	Smog Test Station	Supplies	\$919.04
P0060753	Nasbite At Wright State University	Business & Int'l Ed.	Dues And Memberships	\$95.00
P0060754	Micro Warehouse	EOPS/Care Prior Year	Supplies	\$372.45
P0060755	California Pro Sports	Resp Therapy	Supplies	\$282.47
P0060756	Aldrich Family	Chemistry	Supplies	\$447.91
P0060757	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,559.03
P0060758	Aele - Liability Reporter	Parking-Student Perm	Publications/ Periodicals	\$322.00
P0060759	Travers Tree Service	Grounds	Other Services And Expense	\$295.00
P0060760	SVM, Ip	EOPS/Care Prior Year	Transportation Repair Vou	\$5,035.00
P0060761	CCCSAA	Student Affairs	Conferences Mgmt	\$185.00
P0060762	CCCSAA	Student Affairs	ASB Exp.	\$1,110.00
P0060763	Dialcom System Services, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,000.00
P0060764	Golden Pacific Healthcare Product	Nursing	Supplies	\$136.91
P0060765	Hitt Marking Devices	Veterans Education	Supplies	\$56.18

P0060766	Row-Loff	Music	Supplies	\$108.85
P0060767	Boise Cascade	Financial Aid	Supplies	\$81.19
P0060768	Barret-Robinson Inc.	Carpenter Shop	Supplies	\$397.97
P0060769	Sargent-Welch Scientific	Chemistry	Supplies	\$140.22
P0060770	Allied Refrigeration	VATEA I&T	Supplies	\$1,417.60
P0060771	Refrigeration Supplies Dist	VATEA I&T	New Equipment - Instructi	\$2,979.12
P0060772	Cavanaugh & Associates D.U.I Semi	Parking-Student Perm	In-Service Training	\$384.00
P0060773	Noel-Levitz Centers, Inc.	VP-SCA	Conferences Mgmt	\$300.00
P0060774	Hawthorne Chamber of Commerce	Fiscal Services	Other Services And Expense	\$100.00
P0060775	Starmakers	Speech Communication	Dues And Memberships	\$100.00
P0060776	American Express Travel	CACT Partnership	Conferences Mgmt	\$200.87
P0060777	Community College League of Calif	SRC Donations	Conferences Mgmt	\$300.00
P0060778	Torrance Chamber of Commerce	Public Information	Conferences Mgmt	\$25.00
P0060779	Kim Borgaro	Fine Arts	Supplies	\$500.00
P0060780	Doubletree Hotel	Student Affairs	ASB Exp.	\$740.34
P0060781	Doubletree Hotel	Student Affairs	Conferences Mgmt	\$224.36
P0060782	Minolta Business Systems, Inc.	Student Affairs	Supplies	\$92.27
P0060783	S & B Food Services Cafeteria/Cat	Information Technolo	Conferences Mgmt	\$81.25
P0060784	American Express Travel	Student Affairs	ASB Exp.	\$684.00
P0060785	American Express Travel	Student Affairs	Conferences Mgmt	\$114.00
P0060786	S & B Food Services Cafeteria/Cat	VATEA Supplementary	Supplies	\$112.50
P0060787	Gym Equipment Maintenance	V.P. Academic Affairs	Repairs - Instructional	\$1,101.00
P0060788	Marcom Connections	Title V Activity II	Supplies	\$6,677.29
P0060789	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$3,431.00
P0060790	La Opinion	Title V Activity II	Supplies	\$375.00
P0060791	Colorado Time Systems	Health Sciences	Fundraising	\$815.64
P0060792	Ccc Eop&s Association Student	EOPS	Conferences Mgmt	\$100.00
P0060793	Mark E. Lipe	DSPS	Repairs Noninstructional	\$68.08
P0060794	Design Works	EOPS/Care Prior Year	Supplies	\$3,022.75
P0060795	Design Works	EOPS/Care Prior Year	Supplies	\$2,069.38
P0060796	Delphin Computer Supply	Public Information	Supplies	\$96.58
P0060797	Ge Medical Systems	Wellness Center	Supplies	\$51.96
P0060798	Vermed Medical	Wellness Center	Supplies	\$534.60
P0060799	Carolina Biological Supply Co.	Wellness Center	Supplies	\$62.02
P0060800	Latin Business Association	Title V Activity II	Supplies	\$75.00
P0060801	NAFSA Region XII Conference	El Camino Language	Conferences Mgmt	\$345.00
P0060802	C.A.L.S.A.C.C.	Student Affairs	ASB Exp.	\$808.48
P0060804	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$1,193.31
P0060806	Hispanic Business	Title V Activity II	Publications/ Periodicals	\$19.97
P0060807	Hispanic Public Relations Associa	Title V Activity II	Supplies	\$75.00
P0060808	Westhost, Inc.	Recruitment/School	Supplies	\$24.16
P0060809	Daily Breeze, the	Presidents Office	Publications/ Periodicals	\$76.70
P0060810	Golden Pacific Healthcare Product	Cosmetology	Supplies	\$253.93
P0060811	Boise-Cascade Office Supply Div.	EOPS/Care Prior Year	Supplies	\$388.62

P0060812	Scantron Corporation	Information Technolo	Supplies	\$610.38
P0060813	James Publishing	Division Office Busi	Publications Periodicals	\$47.98
P0060814	Cole Publishing Company	EOPS/Care Prior Year	Other Books	\$2,273.25
P0060815	Home Shop Machinist	Machine Tool Technol	Publications Periodicals	\$51.90
P0060816	Design Works	EOPS/Care Prior Year	Supplies	\$3,788.75
P0060817	CCFC Annual Conference	Architect Fees & Eng	Conferences Mgmt	\$390.00
P0060818	Iaclea	Parking-Student Perm	Dues And Memberships	\$225.00
P0060819	Mass Press	History	Supplies	\$67.12
P0060820	Pbs Home Video Cat. Mail Order	History	Supplies	\$109.73
P0060821	Honors Transfer Council Of Califo	Honors Program	Dues And Memberships	\$50.00
P0060822	NCMPR	Public Information	Dues And Memberships	\$150.00
P0060823	Mass Press	CalWORKs	Supplies	\$33.56
P0060824	Commercial Resources Tax Group	Institutional Service	Regulatory	\$5,295.19
P0060825	Marriott Torrance Hotel	CalWORKs	Conferences Other	\$2,024.10
P0060826	Entertainment Lighting Service	Theatre/Dance	Repairs Parts And Supplies	\$806.61
P0060827	Lapes Athletic Team Sales	Health Sciences	Fundraising	\$420.74
P0060828	Gunther Athletic Service	Health Sciences	Fundraising	\$780.08
P0060829	Action Sales Food Service	Health Sciences	Fundraising	\$6,062.01
P0060830	Delphin Computer Supply	Counseling Office	Supplies	\$132.43
P0060831	SHPE West Coast Career Expo	MESA Program 2002	Conferences Mgmt	\$900.00
P0060832	Ashley Paige	Ctr for Arts Promo	Multi Media Advertising	\$500.00
P0060833	Santa Monica City College	Counseling Office	Dues And Memberships	\$40.00
P0060834	Ceb Passport Program	Division Office Busi	Dues And Memberships	\$1,995.00
P0060835	Sue Oda-Omori	Counseling Office	Supplies	\$26.40
P0060836	Alliance Software Corporation	Artes de El Camino	Contract Services	\$8,900.00
P0060837	Go Software	Ctr for Arts Ticket	Contract Services	\$169.00
P0060838	Alliance Software Corporation	Artes de El Camino	New Equipment – Noninstruc.	\$1,995.00
P0060839	Costco Wholesale Membership	Artes de El Camino	Dues And Memberships	\$80.00
P0060840	Tickets.Com	Ctr for Arts Ticket	Contract Services	\$1,127.52
P0060841	Latin Business Association	SBDC C02-0040 1/03	Conferences Mgmt	\$575.00
P0060842	Inglewood Bears Automotive	Fire Tech Donations	Repairs - Instructional	\$1,427.90
P0060843	Ascom Hasler	SBDC Program Income	Maintenance Contracts	\$545.58
P0060844	Pacific Coachways	Counseling Office	Supplies	\$245.00
P0060845	Pacific Coachways	Counseling Office	Supplies	\$245.00
P0060846	Pacific Coachways	Transfer Center	Transportation	\$330.49
P0060848	Keenan & Associates	Purchasing and Busin	Property Insurance	\$448,166.00
P0060849	Epos Corporation	Information Technolo	Maintenance Contracts	\$35,000.00
P0060850	S & B Food Services Cafeteria/Cat	Ed & Community Devel	Conferences Mgmt	\$312.84
P0060851	American Express Travel	Information Technolo	Transportation/ Mileage	\$167.00
P0060852	Dynamic Graphics, Inc	Public Information	Publications Periodicals	\$947.40
P0060853	International Smog & Auto	Facilities/Planning/	Repairs Noninstructional	\$35.00
P0060854	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$549.16
P0060855	Fancy Floors	Carpenter Shop	Supplies	\$303.46
P0060856	North High School C/O Susan Daugh	Public Information	Multi Media Advertising	\$100.00

P0060857	Sterling Technical Services	Fine Arts	Supplies	\$150.00
P0060858	Sterling Technical Services	Ctr for Arts Product	Repairs Parts And Supplies	\$66.57
P0060859	Sterling Technical Services	Ctr for Arts Adm Pub	Supplies	\$33.94
P0060860	Jacc	Humanities	Supplies	\$1,800.00
P0060861	MCSI	Technical Services	Repairs - Instructional	\$625.00

Total :

306

\$1,683,615.60

B0057611	City of Inglewood	School to Career Gra	Contract Services	\$4,209.00
B0058092	Maas Companies, Llc	Architect Fees & Eng	Contract Services	\$1,985,000.00
B0060092	Lomita Business Mach	SBDC Program Income	Maintenance Contracts	\$1,000.00
B0067191	City of Hawthorne, S	WPLRC Employment Dev	Contract Services	\$1.00
B0067351	National Roofing Con	Replace Roof MCS Bui	Contract Services	\$1,850.00
B0067469	Mary A. Harmon	Public Information	Contract Services	\$18,000.00
B0067508	Babak Dabari	Healthetech Project	PSA Contract Services	\$1,680.00
B0067554	Johnson & Associates	Human Resources	Contract Services	\$20,000.00
B0067630	Action Contractors I	Ed & Community Devel	Contract Services	\$10,000.00
B0067631	El Segundo Janitoria	Ed & Community Devel	Contract Services	\$13,920.00
B0067690	Small Manufacturers'	IDRC - Aerospace Gra	Contract Services	\$38,270.00
B0067703	Donald D. Megill	Ca Virtual Uni. 2nd	PSA Contract Services	\$600.00
B0067713	Acurid (Orkin Exterm	Operations	Pest Control	\$1,000.00
B0067714	Charles G. Hardy, In	Carpenter Shop	Supplies	\$500.00
B0067715	County of Los Angele	Planning/ Research	Contract Services	\$1.00
B0067716	Awards Rex Group	Human Resources	Other Services And Expense	\$250.00
B0067717	S & B Food Services	I & T Division	Supplies	\$1,000.00
B0067718	Maas Companies, Llc	Science Complex Cons	Contract Services	\$154,000.00
B0067719	Mandla Kayise	ILP 10/1/03 thru 06	Contract Services	\$407.00
B0067720	Federal Correctional	T.I. Cul Arts - Yr.	Contract Services	\$1.00
B0067721	S & B Food Services	Title V-Activity 1	Supplies	\$6,000.00
B0067722	Keenan & Associates	Purchasing and Busin	Liability - Self Insurance	\$45,000.00
B0067725	ECCD Petty Cash	Transfer Center	Supplies	\$125.00
B0067726	Northrop Grumman	Mini Grant #8/#9	Contract Services	\$1.00
B0067727	Raymond A. Halling	Cact CA Employee	PSA Contract Services	\$10,000.00
B0067728	Stiktech, Inc.	Specialty Beverage	Contract Services	\$55,887.50
B0067730	Starbrite, Inc.	Ctr for Arts Product	Supplies	\$1,000.00
B0067731	ACS	Fiscal Services	Contract Services	\$1,500.00
B0067732	Dowden Associates	Planning/ Research	Contract Services	\$5,928.75
B0067733	Hammel, Green & Abra	Science Complex Cons	Contract Services	\$27,000.00
B0067734	South Bay Economic	VP-SCA	Dues And Memberships	\$3,000.00
B0067735	Pacific Theatres	Fiscal Services	Supplies	\$8,000.00
B0067737	E.C.C. Public Inform	Health Services	Reproduction - Noninstruc.	\$1,000.00
B0067738	S & B Food Services	El Camino Language	Supplies	\$2,300.00
B0067739	Computerland of Sili	Information Technolo	Maintenance Contracts	\$56,550.35
B0067740	AMI Electrical & Tel	Telecommunications	Contract Services	\$500.00
B0067741	ECCD Petty Cash	ILP 7/1/03 thru 9/	Supplies	\$879.19
B0067742	City of Hawthorne	Inglewood One Stop	Building Rental	\$19,014.00

B0067743	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$750.00
B0067744	ECCD Petty Cash	MESA Program 2002	Supplies	\$400.00
B0067745	Xerox Corporation	MESA Program 2002	Supplies	\$300.00
B0067746	ECC BOOKSTORE	CalWORKs	Supplies	\$3,000.00
B0067747	Minolta Business Sys	Ed & Community Devel	Contract Services	\$357.00
B0067748	Brinks Home Security	Division Office Inst	Other Services And Expense	\$335.40
B0067751	Dcara	RITC 10/1/03 - 9/30/	Contract Services	\$500.00
B0067756	International Instit	RITC 10/1/03 - 9/30/	Contract Services	\$250.00
B0067757	E.C.C. Public Inform	SBDC C02-0040 1/03 -	Reproduction – Noninstruc.	\$4,000.00
B0067759	O'Melveny & Myers	Institutional Servic	Legal	\$5,000.00
B0067760	American Classic San	Operations	Recycling	\$250.00
B0067763	J. M. Mckinney Co.	Plumbing Shop	Supplies	\$500.00
B0067764	California Community	Early Steps to Emanc	Indirect Costs	\$16,448.00
B0067765	Minolta Business Sys	Family Consumer Stud	Maintenance Contracts	\$286.00
B0067766	S & B Food Services	Staff Development	Contract Services	\$500.00
B0067767	Harcourt Assessment	WPLRC Technical Inst	Supplies	\$3,600.00
B0067769	S & B Food Services	Human Resources	Other Services And Expense	\$800.00
B0067770	ECCD Petty Cash	Division Office Busi	Supplies	\$400.00
B0067771	E.C.C. Public Inform	VATEA Supplementary	Supplies	\$400.00
B0067772	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$25.00
B0067773	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$200.00
B0067774	E.C.C.C.D. Bookstore	Careers in Child Car	Supplies	\$500.00
B0067775	E.C.C. Public Inform	Careers in Child Car	Supplies	\$500.00
B0067776	ECCD Petty Cash	Facilities/Planning/	Supplies	\$300.00
B0067777	Vecchiarelli Brother	Family Consumer Stud	Repairs - Instructional	\$2,000.00
B0067778	W.W. Grainger, Inc.	(STCW) Standards for	Supplies	\$500.00
B0067779	S & B Food Services	Careers in Child Car	Conferences Faculty	\$800.00
B0067780	E.C.C.C.D. Foundation	Institutional Service	Building Rental	\$40,000.00
B0067782	ECCD Petty Cash	I&T Auto Tech Donati	Supplies	\$350.00
B0067784	S & B Food Services	IDRC - Aerospace Gra	Conferences Mgmt	\$3,500.00
B0067785	ECCD Petty Cash	Foster Care Education	Other Services And Expense	\$500.00
B0067789	Southbay Complete	EOPS CARE	Transportation Repair Vou	\$20,000.00
B0067805	ECCD Petty Cash	Early Steps to Emanc	Other Services And Expense	\$500.00
B0067806	ECCD Petty Cash	Early Steps to Emanc	Supplies	\$100.00
B0067807	S & B Food Services	V.P. Academic Affairs	Supplies	\$500.00
B0067808	ECCD Petty Cash	V.P. Academic Affairs	Supplies	\$400.00
B0067810	HYFN	Public Information	Other Services And Expense	\$10,000.00
B0067811	CRC	DSPS	Contract Services	\$500.00
B0067812	ECC Food Service-Cat	Title V Activity II	Supplies	\$1,000.00
B0067813	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$100.00
B0067814	Sprint	SBDC C02-0040 1/03 -	Telephone	\$1,000.00
B0067815	Allegra M. France	Cosmetology	Repairs - Instructional	\$2,000.00

Total : **80** **\$2,618,726.19**

Total POs and BPOs : 386 **TOTAL :** **\$4,302,341.79**

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

	<u>Page No.</u>
I. INFORMATION	
A. Equipment/Technology Expenditures	2
B. Public Hearing - EIR	3
II. APPROVAL	
A. Contracts/Personal Services Agreements	3
B. Agreement for Audit Services	3
III. RATIFICATION	
A. Purchase Orders.	3
B. Change Orders	4

Measure E

I. INFORMATION

A. **EQUIPMENT/TECHNOLOGY EXPENDITURES** - The following table reports the status of equipment purchases as of September 30, 2003, compared with the approvals reported at the August 18, 2003 meeting.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Behavioral & Social Science	61,038	0	61,038
Business	505,750	0	505,750
Fine Arts	379,300	0	379,300
Health Science & Athletics	286,553	0	286,553
Humanities	207,251	1,770	205,481
Industry & Technology	494,133	0	494,133
Learning Resources	490,484	0	490,484
Mathematical Sciences	242,547	0	242,547
Natural Sciences	545,757	0	545,757
Total Instructional Equipment	3,212,813	1,770	3,211,043
<u>Technology</u>			
Information Technology Services	514,652	222,698	291,954
Total Technology	514,652	222,698	291,954
<u>Other Equipment</u>			
Admissions & Records	146,855	59,592	87,26
Counseling	3,109	0	3,109
CalWorks	3,150	0	3,150
EOP&S	2,825	0	2,825
Facilities Planning & Services	186,030	65,977	120,053
Health Center	18,700	0	18,700
Financial Aid	1,600	0	1,600
Assessment & Testing	850	0	850
Inglewood Center	5,500	0	5,500
Total Other Equipment	368,619	125,569	243,050
Grand Total	4,096,084	350,037	3,746,047

- B. **PUBLIC HEARING – EIR** - The public hearing to receive comments for the Environmental Impact Report is scheduled for the December 15, 2003, regular meeting of the Board of Trustees.

II. **APPROVAL**

A. **CONTRACTS AND PERSONAL SERVICE AGREEMENTS**

Vantage Technology Consulting Group – This contract provides professional consulting services in the area of technology to contribute to the development of the Facilities Master Plan. Specific areas of technology to be addressed are:

- Communications Cabling Infrastructure – both inter and intra building.
- Telephone system,
- Data Networking
- Video Distribution,
- Educational Technology
- Adaptive Technology
- Security

Cost \$63,000. Account number 42-56211-01-710000-0296. Contract period 9/1/03 – 6/30/04

B. **AGREEMENT FOR AUDIT SERVICES OF GENERAL OBLIGATION BOND FUND**

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

Vicenti, Lloyd & Stutzman LLP

This contract is for an independent financial and performance audit of the General Obligation Bond Fund. In compliance with Proposition 39, the Board must use General Funds-Unrestricted to pay for the annual audit in the amount of \$9,920 plus related expenses. The term of the agreement will be for the fiscal year ending June 30, 2004, with three (3) one-year options to renew.

The Citizens' Bond Oversight Committee participated in the review of proposals received from three firms and supports the recommendation to award a contract to Vicente, Lloyd and Stutzman LLP.

III. **RATIFICATION**

A. **PURCHASE ORDERS**

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

Run Date
10/6/200

**El Camino Community College District
Measure "E" Purchase Order Listing
Meeting Date: 10-20-2003**

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

P.O.				
Number	Vendor Name	Site Name	Description	P.O. Cost
P0069022	Archie Ivy, Inc.	Temporary Space/Reloc	Site Improvements	\$1,400.00
P0069025	Acousticraft, Inc.	Facilities and Recei	Remodeling & Renovations	\$690.00
P0069026	Consolidated Fabricator Corp.	Facilities Planning	New Equipment – Noninstruc.	\$6,358.61
P0069027	Mcmaster-Carr Supply Company	Facilities Planning	New Equipment – Noninstruc.	\$3,467.67
P0069031	Zevxchange	Facilities Planning	New Equipment – Noninstruc.	\$20,934.00
P0069032	Boise Cascade	Facilities Planning	New Equipment – Noninstruc.	\$792.39
P0069034	Taylor-Dunn Manufacturing Co.	Facilities Planning	New Equipment – Noninstruc.	\$38,684.22
P0069035	Corporate Business Interior	Facilities Planning	New Equipment – Noninstruc.	\$997.75
P0069039	Corporate Express	Humanities	New Equipment – Noninstruc.	\$1,769.89
	Total :	9	\$75,094.53	
B0069018	Wards Architects & E	Master Planning	Architecture & Engineering	\$1,820.00
B0069023	Daily Breeze, the	Master Planning	Advertising-Bond Projects	\$2,500.00
B0069024	Xavier Urbina	Campus Theatre	Architecture & Engineering	\$4,500.00
B0069028	Degenkolb Engineers	Master Planning	Architecture & Engineering	\$47,000.00
B0069029	Ctl Environmental Se	Hazardous Materials	Architecture & Engineering	\$44,095.00
Total :	5	\$99,915.00		
Total POs and BPOs :		14	TOTAL :	\$175,009.53

B. CHANGE ORDERS

None

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-6
B. Classified Professional Growth	6
C. Resolution – Equivalence to Minimum Qualifications.....	6-7
D. Revised Classified Position and Classification Specifications.....	7, 9-14
E. Volunteers.....	7-8

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified service employees as shown in items 1-21; 1-10 and 1-8.

1. Retirement – Dr. Steve Fasteau, Dean of Enrollment Services, effective February 29, 2004 and that a plaque be prepared and presented to him in recognition of his service to the District since 1972.
2. Retirement – Mr. Jack Horn, full-time instructor of Horticulture and Biology, effective June 13, 2004 and that a plaque be prepared and presented to him in recognition of his service to the District since 1976.
3. Personal Leave of Absence (10%) – Dr. Suzie Alwash, full-time instructor of Earth Sciences, effective August 28, 2003 through June 13, 2004.
4. Amend Salary Change – Ms. Barbara Jaffe, full-time instructor of English, from Class III, Step 12 to Class IV, Step 14, effective August 28, 2003.
5. Special Assignment – Mr. Harold Hofmann, full-time instructor of Machine Tool Technology, to assist in the development of the Aerospace Manufacturing Skill Center from October 21 through December 31, 2003 to be paid \$36.79 per hour, not to exceed 100 hours or \$3,679, in accordance with the Agreement, Article X, Section 14(c).
6. Special Assignment – Mr. Robert Diaz, part-time instructor of Electronics and Computer Hardware Technology to provide support for the development of the Aerospace Manufacturing Skill Center and assist in the development of the South Bay Robotics Academy, effective October 21 through December 31, 2003, to be paid \$36.79 an hour, not to exceed 100 hours or \$3,679, in accordance with the Agreement, Article X, Section 9(m).
7. Special Assignment – Ms. Susan Tummers, full-time instructor of Mathematics, to assist the Dean with student placement issues, to be paid \$36.79 an hour, not to exceed 24 hours, effective August 29 through September 12, 2003, in accordance with the Agreement, Article X, Section 14(a).
8. Special Assignment – Mr. Bryan Ouchi, and Ms. Sharen Kokaska, part-time instructors of Education Development to be paid \$36.79 an hour, not to exceed \$3,000, to conduct grant activities for Disabled Students Programs and Services (DSPS) student assessment of learning disabilities as specified in ADAPT-TRIO grant, effective October 21, 2003 through June 30, 2004, in accordance with the Agreement Article X, Section 9(m).

9. Special Assignment – The following full-time instructors of English, to participate in five (5) CBEST Assessment Sessions for TEP (Teacher Education Program), effective October 20, 2003 through June 11, 2004, to be paid \$49.05 an hour, not to exceed \$750, in accordance with the Agreement, Article X, Section 14(a).

Marilyn Anderson
Karen Forney
Ann Kesslen

10. Special Assignment - The following full-time instructors to administer credit-by-examination, effective September 2, 2003 through June 13, 2004, to be paid \$49.05 an hour, in accordance with the Agreement, Article X, Section 14(c).

Jim Alward	Kebin Huben	Chris Moran-Wisdom
Vic Cafarchia	Richard Hughes	Stephen Nothern
John Carr	Harold Hofmann	Dan Richardson
Steve Cocca	Walter Kahan	George Rodriguez
Sam Dantzler	Ray Lewis	John Ruggirello
Richard Davis	Albert Lugo	Mike Stallings
Ronald Dohi	Douglas Marston	Kenneth Zion
Douglas Glenn	Ken Mays	

11. Special Assignment - The following part-time instructors to administer credit-by-examinations, effective September 2 through December 21, 2003, to be paid \$49.05 an hour, in accordance with the Agreement, Article X, Section 9(m).

Mark Arnold	Mark Lepore	Franz Seifert
Danny Barley	James Lemmon	Dale Ueda
Henry Brown	Ed Lugo	Dan Valladares
Victor De La Torre	Robert Olmsted	Emmanuel Villaroman
Robert Diaz	Rey Rojo	Phillip Walls
Greg Guerrero	Monique Schaefer	Sue Wenzlaff
Glenna Johnson	John Schwab	
	Nancy Schwab	

12. Special Assignment – Mr. Rick Hughes, full-time instructor of Computer Aided Design Drafting, to teach contract education training classes in Geometric Dimensioning & Tolerancing (GD&T) for the CACT, to be paid \$49.05 an hour, not to exceed 200 hours or \$9,810, effective November 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 14(c).

13. Special Assignment – Mr. Dale Ueda, part-time instructor of Air Conditioning, to teach a contract education training class for the CACT, to be paid \$49.05 an hour, not to exceed 50 hours or \$2,452.50, effective November 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).

14. Stipend Assignment – Mr. William George, full-time instructor of Technical Theatre, to be paid a stipend of \$1,000 for lighting design of Play #1 and \$1,500 for Play #2, effective September 29 through November 14, 2003, in accordance with the Agreement, Article X, Section 14(c).
15. Stipend Assignment – Ms. Deborah Aitken, part-time instructor of Music, to be paid \$750 for a piano recital to be presented March 7, 2004, in accordance with the Agreement, Article X, Section 9(m).
16. Stipend Assignment – Mr. James Mack, part-time instructor of Music, to be paid \$750 for a clarinet recital to be presented March 21, 2004, in accordance with the Agreement, Article X, Section 9(m).
17. Stipend Assignment- Ms. Carolyn Brown, full-time instructor of Music, to be paid \$750 for a piano recital to be presented April 25, 2004, in accordance with the Agreement, Article X, Section 14(a).
18. Stipend Assignment – Ms. Francesca Bishop, full-time instructor of Speech, to be paid \$500, for a lecture to be presented May 22, 2004, in accordance with the Agreement, Article X, Section 14(a).
19. Stipend Assignment – Ms. Ruby Millsap, part-time instructor of Dance, to direct presentation of dance class showings and coordinate dance production, to be paid \$419, effective October 21 through December 19, 2003, in accordance with the Agreement, Article X, Section 10(d).
20. Employment – The following part-time/temporary instructors to be hired on an as-needed effective for the Fall 2003 semester.

Behavioral & Social Sciences

Lorrie Shiota

Health Sciences & Athletics

Daniel Cosa
Yakoub Gorgi
Mizukami Douglas
Aiping Zhao

Humanities

Jawad Ali
Ronald Brutti
John Daly
Susan Pramschufer

Industry & Technology
Craig Welday

Mathematical Sciences
Judith Day

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

Health Sciences & Athletics
Dolores Hurlburt

Natural Sciences
Geraldine Karpel

Classified Personnel:

1. Retirement – Ms. Janice Dickson, Administrative Assistant II, Range 31, Step E, Fine Arts/Center for the Arts Division, Academic Affairs Area, effective December 5, 2003, and that a plaque be prepared and presented to her in recognition of her service to the district since 1976.
2. Resignation – Ms. Carmen Gutierrez, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective October 18, 2003, plus accrued vacation.
3. Resignation – Ms. Jill McTarsney, Accounting Assistant III, Range 28, Step C, Fiscal Services Division, Administrative Services Area, effective December 29, 2003, plus accrued vacation.
4. Resignation – Ms. Annette Owens, Trainer/Instructional Technology Specialist, Range 41, Step D, Staff Development/Human Resources Division, Administrative Services Area, effective September 17, 2003, plus accrued vacation.
5. Resignation – Ms. Pham Tran, Clerical Assistant, Range 20, Step C, Behavioral & Social Sciences Division, Academic Affairs Area, effective September 20, 2003, plus accrued vacation.
6. Change of Assignment – Mr. Arvid Spor, from Director of Workforce and Community Advancement to Special Assistant to the Vice President, Range 11, Step 3, Student and Community Advancement Area, effective October 21, 2003 through June 30, 2004, to assist Vice President with District planning.
7. Change in Classification – Ms. Susan Burin, from Administrative Assistant II, Range 31, Step E, to Administrative Assistant I, Range 27, Step E, Resource

Development, Student and Community Advancement Area, effective October 1, 2003.

8. Promotion – Ms. Cherri Farrier, from Custodian, Range 18, Step D, to Lead Custodian, Range 21, Step D, Facilities Planning and Services Division, Administrative Services Area, effective November 1, 2003
9. Promotion - Mr. Ricky Harris, from Custodian, Range 18, Step E, to Lead Custodian, Range 21, Step E, Facilities Planning and Services Division, Administrative Services Area, effective November 1, 2003.
10. Employment – Ms. Sophie Dao, Accounting Technician II, Range 32, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective November 3, 2003.

Temporary Classified Service Employees:

1. The following two individuals to work as Administrative Assistant II, Range 31, Step E, Mathematical Sciences Division, Academic Affairs Area, to work Monday through Friday on an as needed basis, effective October 21 through December 31, 2003:

Carole Marks

Shirley Snider

2. Mr. Todd Adams - Theatre Assistant, Range 20, Step A, Fine Arts, Academic Affairs Area, on call for the 2003-2004 season, effective October 21, 2003 through June 30, 2004.
3. Ms. Magdalena Hughes - Accounting Assistant II, Range 25, Step E, Fine Arts, Academic Affairs Area, as needed for the 2003-2004 fiscal year, effective October 21, 2003 through June 30, 2004.
4. Ms. Nina Oshio – Human Resources Technician I, Range 4, Step A, (Confidential Salary Schedule) Human Resources Division, Administrative Services to work eight hours per day, three days per week, effective October 1, 2003 through June 30, 2004.
5. Ms. Eileen Rifman – Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to work as needed for the fiscal 2003-2004 fiscal year, effective October 21, 2003 through June 30, 2004.
6. Ms. Adriana Ruiz – Dispatch Clerk, Range 23, Step A, Campus Police Division, Administrative Services Area, on call as needed, effective October 21, 2003 through June 30, 2004.

7. Amend Employment - Ms. Sara Vasquez, Student Services Specialist, Range 33, Step A, Counseling and Student Services Division, Student and Community Advancement Area, four days, 32 hours per week, to perform a variety of specialized duties in an assigned area, and recommend action regarding the status of students, effective July 1, 2003 through March 31, 2004 (instead of ending July 31, 2003).
8. Rescind Employment - Ms. Sara Vasquez, Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, five days, 40 hours per week, to perform a variety of responsible duties involving direct and purposeful contact with students, provide specialized advisement and other services to individual students, effective August 1, 2003 through March 31, 2004.

B. CLASSIFIED PROFESSIONAL GROWTH

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

Association of International Educators /NAFSA Region XII Conference-2003, Los Angeles, CA
Susan A. Nickle. Nov. 20 – 22, 2003. \$210.00

Association of International Educators /NAFSA Region XII Conference-2003, Los Angeles, CA
Leonid Rachman. Nov. 20 – 22, 2003. \$285.00

Computer & Internet Troubleshooting 101, Cerritos Public Library, Cerritos, CA - Grace L.
Stencel. Oct. 31, 2003. \$75.00

Become a Notary Public in Eight Hours, Community Education/El Camino College - Mariam
Torres. Oct. 21, 23, and 25, 2003. \$121.00

University of Redlands (Torrance Campus) Fall '03 Semester: Managing Quality and Operations
Wilma Hairston. Oct. 29-Dec. 2, 2003. \$400.00 maximum.

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Judith Day – Mathematical Sciences

D. REVISED CLASSIFIED POSITION AND CLASSIFICATION SPECIFICATIONS

The classification review process is completed per the terms of the current ECCE Agreement. It is recommended that the Board revise the classification specifications for the following positions:

~~*Police Parking Services Technician to Police Services Technician as shown on pages 9-10.~~

Cosmetology Attendant to Cosmetology Assistant as shown on pages 11-12.

Duplications Clerk to Reprographics Operator as shown on pages 13-14.

***Item pulled and no substitutions were made.**

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:

Edwin Acevedo	Britt Farmer	Bryant Mendez
Norma Amstutz	Jane Gulliver	June Mikrut
John Marquess Benoit	Joe Harrison	L. James Miller
Jessica Bhardwaj	Andrew Hayden	Alan Montoya
Debby Breidbart	Takeshi Ken Higaki	Jim Olds
Dustin Cannistraci	Benjamin Hofer	Joyce Olds
Christophe Cei	Penny Holton	Nayereh Oloums
Flo Chernis	Bianca Hutchins	June Olson
Brent Conklin	Elias Kary	Thomas Olvera
Tyson Cox	Cufton Kjoss	Gerald Ong
Adam DeHart	Clyde Lambert	Julia Pavlakovich
Tony Diaz	Nancie Mack	Jonathan Poiry
Anthony Doulas	Erika Martinez	Travis Ponder
Ryan Driessen	Randall McDonald	Linda Richardson
Edith Ehrenreich	Orlando Medina	Bobby Rodriguez

Ryan Roland
Jose Ruiz
Luis Sanchez
Ronald Satow

Pedro Saucedo
Ann Saxon
Jeff Stevens
Nicholas Stocks

Quoc Thai
Rachel Valadez
Kimberly Williams

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE:

POLICE SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief of Police, and under the immediate supervision of a Police Sergeant or other assigned person, perform a wide variety of duties in support of the Campus Police Department—Office of Parking Services.

REPRESENTATIVE DUTIES:

Perform a variety of responsible duties in the Campus Police Department—Office of Parking Services including typing, filing, answering questions, explaining rules and regulations, operation of parking computer terminals and parking citation units.

Under the direction of a Police Sergeant, organize the day to day activities of the Parking Services Office to ensure efficient and effective office operations.

Respond to inquiries from outside agencies related to the parking functions.

Perform a variety of duties in support of the effective operation of the Office. Review documents and explain rules and regulations as related to parking policies and enforcement. Prepare reports as related to the assigned functions of the office; duplicate and distribute materials as required by the supervisor.

Type, record and file a variety of records, reports and materials including memos, letters and parking citations.

Answer telephone calls; screen and direct calls and visitors to appropriate personnel; take and relay messages.

Respond to requests for information from students, staff and the general public regarding procedures and regulations on parking citations, lost and found items and the distribution of District keys.

Maintain a variety of records related to parking citations; lost and found items; and District keys; maintain confidentiality of information; compile information and prepare requested reports.

Verify data for accuracy, completeness and compliance with established procedures; input and retrieve data in computer systems.

Operate a variety of office equipment including typewriter, word processor, computer terminal, calculator and copier.

Perform related duties as assigned.

Police Services Technician

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and objective of assigned department as part of the Campus Police Department.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of the State of California Vehicle Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Perform and coordinate duties with speed and accuracy.
Learn, apply and explain rules, regulations and procedures of the assigned Office.
Make arithmetic calculations quickly and accurately.
Type at 40 word net per minute from clear copy.
Perform responsible clerical duties including typing, preparing reports and maintaining records.
Work independently at times with limited supervision.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Assemble data and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by courses in office practices and two years of clerical experience involving contact with the public.

LICENSE AND OTHER REQUIREMENTS:

May require a valid driver's license.

WORKING CONDITIONS:

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

Classified Salary—Range 25

Revised August 25, 2003

Board approved: October 20, 2003

*Item pulled and no substitutions were made.

October 20, 2003 Human Resources-Administrative Services

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COSMETOLOGY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, perform manual and clerical duties related to the maintenance and operation of a cosmetology stock room; perform clerical and receptionist duties.

REPRESENTATIVE DUTIES:

Issue supplies such as dyes, lotions, rinses, shampoos, polishes and astringents to teachers and students.

Prepare stock solutions such as permanent wave lotions, neutralizers, shampoos and rinses.

Sterilize and clean equipment.

Maintain perpetual inventory of stock and order new materials and solutions.

Schedule appointments for patrons; maintain patron appointment records.

Receive visitors and answer telephone; contact prospective students regarding cosmetology program waiting list.

Assign students' lockers, equipment tags and supplies for each class; maintain time records for students.

Type State Board of Cosmetology forms and attendance records.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cosmetology materials such as dyes, rinses, bleaches and astringents.

Operation of a stock room.

Inventory practices.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Organize and maintain a stock room.

Prepare lotions, astringents, shampoos and dyes according to formulas.

Maintain records of supplies and equipment.

Establish and maintain cooperative and effective working relationships with others.

Type at an acceptable rate of speed.

Lift and move supplies and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: education and experience which meets the State requirements of 10 hours of cosmetology chemistry and 25 hours of laboratory practical training in preparing germicidal solutions, wave lotions, shampoos, hennas, tints and bleaches and practical training in washing and sanitizing equipment used in a beauty shop.

LICENSE AND OTHER REQUIREMENTS:

May require a valid driver license.

WORKING CONDITIONS:

Long periods of standing and sitting

Lift to carry up to 25 lbs.

Hear and speak to exchange information on the telephone or in person

Dexterity of hands and fingers to operate office equipment

Subject to constant interruptions

Classified Salary Range 19

Revised August 25, 2003

Board Approved: October 20, 2003

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: REPROGRAPHICS OPERATOR

BASIC FUNCTIONS:

Under the direction of the Production Services Supervisor, operate computerized high volume duplication and related equipment for the reproduction of District materials; perform binding and finishing work for printed materials; perform routine general and clerical work.

REPRESENTATIVE DUTIES:

Provide printing and photocopying services for the District; set up program and operate high-speed computerized copiers; to reproduce District printed material for instructors and administrators; assure timely and effective services; maintain prescribed standards of work production.

Review work in progress and work performed to assure proper application of duplicating processes, paper weights and sizes and other related information.

Check, replace and maintain duplicator supplies to assure appropriate levels and proper working condition; replace dry ink, waste toner, staple cartridge, fuser agents, paper and other supplies.

Perform a variety of bindery and finishing work such as binding, drilling, cutting, collating, trimming, folding and shrink wrap printed materials; organize, package and distribute orders to District departments.

Communicate with District staff in person and on the telephone, receive and provide information on appropriate paper size, color and other details.

Prepare and maintain daily logs and files of work projects; operate a computer terminal to prepare Copy Center billing for District departments.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper operation of computerized high-volume duplicator and related printing equipment.

General clerical procedures.

Proper operation of binding and finishing equipment.

Basic computer operation.

Basic record-keeping techniques.

ABILITY TO:

Operate a high-speed photocopy machine and other equipment needed to collate, staple and drill materials as requested.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with others.

Operate a computer terminal.

Prioritize and schedule work.

Maintain routine records.

Stand for long periods of time.

Lift (up to 50 pounds), move, carry and store materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year clerical experience.

LICENSE AND OTHER REQUIREMENTS:

May require a valid driver's license.

WORKING CONDITIONS:

Hear and speak to exchange information on the telephone or in person.

Dexterity of hands and fingers to operate equipment.

Subject to constant interruptions.

Constant moving from one location to another.

Exposure to machine vibrations while operating machine.

Classified Salary Range 17

Revised August 25, 2003

Board Approved: October 20, 2003

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

A. Absence of a Board Member Page 1

A. Absence of a Board Member

It is recommended that the Board excuse Mr. Delmer L. Fox from the September 8, 2003 Board Meeting with no loss of salary, due to illness.

EL CAMINO COLLEGE

Agenda for the El Camino Community College District Board of Trustees Meeting

Board of Trustees' Self-Evaluation

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. The Community College League of California provides the following evaluation instrument. Completed evaluation will be included in the November 17, 2003 agenda for public information and on the December 15, 2003 agenda for adoption.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE**

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Priorities and Planning					
1. Most of the issues occupying the Board’s time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.					
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.					
Board and Chief Executive Officer Relations					
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.					
3. Trustees keep the CEO well informed of contacts with the community.					
4. Trustees keep the CEO well informed of contacts with college employees.					
Board and College Relations					
1. Trustees are knowledgeable about the college’s history.					
2. Trustees are well versed concerning the college’s strengths and weaknesses.					
3. Trustees are knowledgeable about the mission of the college.					
4. The Board is sensitive to the concerns of students.					
5. The Board is sensitive to the concerns of employees.					
6. The Board supports the college by attending various events.					
Board and Community Relations					
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.					
3. Trustees use their community ties to promote a positive image of the college					
Board Agendas					
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.					
3. The Board Agendas are organized logically which facilitates efficient use of time.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Board Organization and Dynamics					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.					
2. The roles of the Board officers are conscientiously implemented.					
3. All public meetings of the Board are conducted in compliance with the Brown Act.					
Board Decision-Making Processes					
1. Trustees demonstrate respect for the opinions of others at Board meetings.					
2. Board meetings are structured to assure that all relevant information is considered before making a decision.					
3. Board members are provided with adequate information needed to fully understand the issues.					
Trustee Development and Education					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.					
2. Board members have a thorough understanding of the district's mission and goals.					
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.					
4. Board members are well informed and knowledgeable about state policy issues that may impact the college					
5. Information about important issues is readily shared among Board members.					
Board Goals					
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable					
3. The Board has a set of clearly defined performance standards.					
4. The Board's goals and objectives are clearly communicated to the college community.					
Board Evaluation					
1. The Board systematically identifies and reports its accomplishments.					
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.					
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.					

