

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, November 15, 2004
Board Room
4:00 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 18, 2004**
- III. Presentations – (none)**
- 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 1-7*
 - Student and Community Advancement
 - See Student & Community Advancement Agenda, Pages 1-11*
 - Administrative Services
 - See Administrative Services Agenda, Pages 1-12*
 - See Measure "E" Bond Fund Agenda, Pages 1-8*
 - See Human Resources Agenda, Pages 1-37*
 - Superintendent/President
 - See Superintendent/President Agenda, Pages 1-4*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- VII. Closed Session**
 - A. Anticipated Litigation, Brown Act Section 54946.9 – Significant Exposure to Litigation
 - 1. 2 cases
 - B. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matter
 - 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
 - 4. Non-Represented Employees –

Confidential, Supervisors, and
Management

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

Page No.

A. Proposed Curriculum Changes – Effective 2005-2006 Academic Year..... 1

A. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2005-2006 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, effective the 2005-2006 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

COURSE OUTLINE ADJUSTED TO MEET CSU GENERAL EDUCATION REQUIREMENT

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

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

1. Psychology 9A – Introduction to Elementary Statistical Methods for the Study of Behavior
Current Status/Proposed Change

Prerequisite: Psychology 5 or Sociology 5 101 and Mathematics 70 with a minimum grade of C in prerequisite

This is ~~the first of a two-semester sequence of courses~~ a course in statistical methods and research design for the behavioral sciences. ~~This~~ The course will focus on descriptive and inferential statistical techniques for summarizing research data and for making conclusions about the populations they represent. Students ~~will be~~ are introduced to the basic challenges and skills involved in successful undergraduate and graduate training in the behavioral sciences, including both reviewing and writing scientific research reports.

Note: This course is the same as Sociology 9.

2. Psychology 9B – Experimental Methods in the Study of Behavior
Current Status/Proposed Change

Prerequisite: Psychology 9A or Sociology 9 109 with a minimum grade of C in prerequisite

This is ~~the second of a two-semester sequence of courses in~~ course continues the study of statistical methods and research design for the behavioral sciences. This course will focus on the application of the philosophy of science in general and the scientific method in particular. Students will learn to design and conduct research, analyze data using descriptive and inferential statistics, and report results in APA the format of the American Psychological Association. Students ~~will be~~ are introduced to the basic challenges and skills involved in actively participating on a research team while conducting their own independent research projects.

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

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

Current Status/Proposed Change

1. Sociology 9 109 –Introduction to Elementary Statistical Methods for the Study of Behavior
Prerequisite: Sociology 5 101 or Psychology 5 and Mathematics 70 with a minimum grade of C in prerequisite

This is ~~the first of a two-semester sequence of courses~~ course in statistical methods and research design for the behavioral sciences. ~~This~~ The course ~~will~~ focuses on descriptive and inferential statistical techniques for summarizing research data and for making conclusions about the populations they represent. Students ~~will be~~ are introduced to the basic challenges and skills involved in successful undergraduate and graduate training in the behavioral sciences, including both reviewing and writing scientific research reports.

Note: ~~This course is the~~ Same as Psychology 9A.

CHANGE IN MAJORS

1. Ethnic Studies

African American Studies Option:

Current Status/Proposed Change

English 43, History 12, 16A, 16B, Psychology 10; plus 6 units from the following: English 44, History 32, Music 13, Political Science 5, Sociology 4 104

Total Units: 21

Asian American Studies Option:

Current Status/Proposed Change

English 44, History 14A, 14B, Political Science 5, Sociology 4 104; plus ~~courses recommended by an academic advisor to complete a minimum of 20~~ 6 units from the following: Art 5A, 5B, 6, Japanese 25-

Total Units: ~~20~~ 21

Chicano Studies Option:

Current Status/Proposed Change

Art 7, English 42, History 17, 19, Political Science 5; plus 6 units from the following ~~courses~~: American Studies 3, English 44, History 32, Sociology 4 104

Total Units: 21

Native American Studies Option:

Current Status/Proposed Change

Anthropology 6, English 44, History 9, Political Science 5, Sociology 4 104; plus ~~courses recommended by an academic advisor to complete a minimum of 20~~ 6-units: from the following: Anthropology 7, 8, Art 7

Total Units: ~~20~~ 21

American Cultures Option:

Current Status/Proposed Change

15 units from the following: Anthropology 6, Art 7, English 42, 43, 44, History 9, 14A, 14B, 16A, 16B, 17, 32, Psychology 10; plus 6 units from the following: American Studies 3, History 12, 14A, 14B, 19, Music 13, Political Science 5, Sociology 4 104
Total Units: 21

2. Sociology

Current Status/Proposed Change

Anthropology 2, Sociology 5 101, 4 104; Sociology 9 109 or Psychology 9A or Mathematics 150; two courses from: Anthropology 9, Philosophy 2, 3, 5, 8, Psychology 5, 10, 12, 16, Sociology 2 102, 15 115
Total Units: 19

FINE ARTS DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Art 99abc – Independent Study

Current Status/Proposed Change

~~Activity: regular conferences with the instructor and written work. For students wishing to undertake~~ This course provides special advanced studies in a subject field of art through an approved program not covered in the regular departmental offerings. Regular conferences with an the instructor or a committee are coordinated with assigned art projects (60 hours per unit).

2. Dance 99abc - Independent Study

Current Status/Proposed Change

~~This course allows students to undertake~~ provides special advanced studies in a subject field of dance through an approved program not covered in the regular departmental offerings. Regular conferences with an the instructor or a committee. Activity involves regular conferences are coordinated with instructor and written work assigned dance projects (60 hours per unit).

3. Music 99abc – Independent Study

Current Status/Proposed Change

~~Activity: regular conferences with instructor and written work. For students wishing to undertake~~ This course provides special advanced studies in a subject field of music through an approved program not covered in the regular departmental offerings. Regular conferences with an the instructor or a committee are coordinated with assigned music projects (60 hours per unit).

4. Photography 99abc - Independent Study

Current Status/Proposed Change

This course provides special advanced studies in a subject field of photography not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and research photography projects (60 hours per unit). Credit is usually limited to one unit.

5. Speech Communication 99abc - Independent Study

Current Status/Proposed Change

~~Activity: regular conferences with instructor and written work. For students wishing to undertake~~ This course provides special advanced studies through an approved program in a subject field of speech communication not covered in the regular departmental offerings. Regular conferences with an the instructor or a committee are coordinated with assigned speech communication projects (60 hours per unit).

6. Theatre 99abc - Independent Study

Current Status/Proposed Change

~~Activity: regular conference with the instructor and written work. For students wishing to undertake~~ This course provides special advanced studies in a subject field of theatre through an approved program not covered in the regular departmental offerings. Regular conferences with an the instructor or a committee are coordinated with assigned theatre projects (60 hours per unit).

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Film/Video 99abc – Independent Study

Current Status/Proposed Change

This course provides special advanced studies in a subject field of film/video not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned film/video research and/or creative projects (60 hours per unit).

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 20ab – Women's Intercollegiate Cross Country Team

Current Status/Proposed Change

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

~~Varsity~~ This course provides instruction and practice and instruction in the advanced techniques in of cross country leading to intercollegiate competition with training and racing. Students will compete against teams from 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 fall semester only.

2. Physical Education 21abc – Off-Season Training for Women’s Intercollegiate Cross Country Team
Current Status/Proposed Change
 Enrollment Limitation: tryout (high school varsity experience or equivalent skill)
~~Open to team candidates~~ This course provides instruction and athletes for practice in the advanced techniques of cross country. All students will engage in an off-season ~~cross-country training.~~ All participants will engage in an off-season program stressing emphasizing instruction, skills development, strength training, and cardiovascular conditioning.
 Note: This course is offered in the spring and summer semester sessions only.

3. Physical Education 25ab – Men’s Intercollegiate Cross Country Team
Current Status/Proposed Change
 Enrollment Limitation: tryout (high school varsity experience or equivalent skill)
~~Varsity~~ This course provides instruction and practice and instruction in the advanced techniques in of cross country leading to intercollegiate competition with training and racing. Students will compete against teams from 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 fall semester only.

4. Physical Education 26abc – Off-Season Training for Men’s Intercollegiate Cross Country 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 cross country training. All participants students will engage in an off-season program stressing emphasizing instruction, skills development, strength training, and cardiovascular conditioning
 Note: This course is offered in the spring semester and summer sessions only.

5. Physical Education 125ab – Women’s Intercollegiate Swimming Team
Current Status/Proposed Change
 Enrollment Limitation: tryout (high school varsity experience or equivalent skill)
~~Varsity~~ This course provides instruction and practice and instruction in the advanced swimming techniques leading to of swim training and intercollegiate competition, with Students will compete against teams from 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.

HUMANITIES DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Chinese 99abc – Independent Study

Current Status/Proposed Change

This independent study will consist of course provides reading and written work based on regular conferences with the instructor. This independent study is open to students wishing to undertake special advanced studies in a subject field of Chinese through an approved program of research, consultation and writing education not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned Chinese education projects (60 hours per unit).

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Spanish 99abc – Independent Study

Current Status/Proposed Change

Reading and written work based on regular conferences with instructor. Independent study open to students wishing to undertake This course provides special advanced studies in a subject field of Spanish through an approved program of research, consultation and writing education not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned Spanish education projects (60 hours per unit).

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Air Conditioning and Refrigeration 21 - Air Conditioning Fundamentals

Current Status/Proposed Change

This course provides instruction in is designed to introduce students to air conditioning and refrigeration theory and skills required to obtain an entry level position provide an overview of the skills needed for employment in the air conditioning industry. Lectures cover Topics introduced include safety, air conditioning, heating system operation and basic components, brazing, electrical theory applications, service tools, and equipment. Laboratory projects will relate and exercises related to lectures and demonstrations will be assigned.

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Automotive Collision Repair/Painting 1A – ~~Basic~~ Introduction to Automotive Collision Repair
The This course is an introduction designed to basic auto body introduce students to automotive collision repair involving; and provide an overview of the skills needed for employment in industry. Topics covered include safety practices, industry repair standards, repair theory, vehicle construction, gas welding, and brazing, hot shrinking, hammer forging, grinding, metal finishing, body solder, plastic filler, and primer.

Note: The Two-course sequence of Automotive Collision Repair/Painting 1A and 1B is the same as 4abcd. Students who have completed two semesters of Automotive Collision Repair/Painting 4abcd will not receive credit for 1A.

CHANGE IN CERTIFICATE OF COMPLETION

1. Administration of Justice

Current Status/Proposed Change

A Certificate of Completion will be granted to students completing the courses in one of the following options: Administration of Justice, ~~or~~ Security Officer, ~~or~~ Reserve Police Officer Academy with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Administration of Justice Option:

Administration of Justice 100, 103, 115, 130, 131, 135, 170; plus a minimum of six units from the following: Administration of Justice 70, 95/96abcd (2-4 units), 107, 109, 111, 125, 126, 133, 134, 136, 150, 155, 180

Total Units: 27-32

Security Officer Option:

Administration of Justice 70, 115, 135, 140, Computer Information Systems 13

Total Units: 14

Reserve Police Officer Academy Option:

Administration of Justice 150, 155

Total Units: 19

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 Conferences.....	1
B. Community Education – Fall 2004.....	1
C. Financial Aid Retreat.....	1
D. International Travel.....	2
E. Board Policy 4400 – Community Services Programs First Reading.....	2, 3
*F. El Camino College School Calendar – 2005/2006.....	2, 4-8
G. Temporary Casual Employment.....	2, 9-11
H. Comprehensive Master Plan.....	2

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

A. STUDENT CONFERENCES

It is recommended that the Board ratify approval of the following student conferences:

1. California Student Association of Community Colleges (CalSACC Fall 2004 Leadership Summit. October 29 – 30, 2004, San Jose City College, San Jose, California. Expenses in the amount of \$2,084 to be paid from the Associated Students Government Representation Fee Account. Harold Tyler, Advisor

Philip Gomez, Bryce Matson, Kris Backmann, Melissa Smith, Susan Stark, Paola Garcia, Amy Peter, Jauhar Shuaib

2. California Community College Student Affairs Association (CCCSAA) Annual Leadership Development Conference. November 5-7, 2004, Burbank Hilton, Burbank, California. Expenses in the amount of \$3,330 to be paid from Interclub Council and the Associated Student Government Conference Accounts. Harold Tyler and Janice Watanabe, Advisors.

Justin Bagnall, Cindy Pineda, Alex Paris, Paola Garcia, Mabel Acosta, Nebila Abdulmelik, Jana Lampkins, Henry Armstrong, Wala Budri, Philip Gomez, Jason Tran, Sarah Lomiga, Alex Calderon, Regina Suh, Az Garcia, Hooman Nouri, Jauhar Shuaib

B. COMMUNITY EDUCATION – FALL 2004

It is recommended that the Board approve the following Community Education Class for Fall 2004:

<u>Name of Course</u>	<u>Instructor</u>	<u>Dates</u>
Beginning Tai Chi (To be held at Shozuya Studio, Torrance, CA)	Shozuya, Nadine	6 Sundays 11/6-12/11/2004

Instructor to be paid 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted.

C. FINANCIAL AID OFFICE TRAINING

It is recommended that the Board approve a Retreat for 29 Financial Aid Office staff to be held at the Salvation Army, Crestmont College Campus, Rancho Palos Verdes, California, November 17, 2004. The purpose of the retreat is to provide skill enhancement, team building, communication, and development of cohesiveness for the office as a whole. Expenses for the retreat not to exceed \$750.

D. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Dr. Gloria Miranda, Dean of Behavioral and Social Sciences to travel to the University of Silesia in Cieszyn, Poland, December 8-18, 2004. Dr. Miranda will meet with the President of the Cieszyn branch of the university as well as other members of the university administration to establish a dialog between partners and develop concrete plans for future exchange activities. Travel accommodations costs will be covered by the Fulbright Institutional Partnership grant funded by the U.S. Department of State and are not expected to exceed \$3,500.

E. BOARD POLICY 4400 – COMMUNITY SERVICES PROGRAMS - First Reading

It is recommended that the Board receive for First Reading Board Policy 4400 – Community Services, as shown on page 3.

~~***F. EL CAMINO COLLEGE SCHOOL CALENDAR – 2005/2006**~~

~~It is recommended that the Board approve the El Camino College School Calendar for 2005/2006 as shown on pages 4 through 8.~~

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

G. TEMPORARY CASUAL EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 9 through 11.

H. COMPREHENSIVE MASTER PLAN

It is recommended that the Board adopt the Comprehensive Master Plan that includes the following five plans: Educational Plan, Technology Plan, Facilities Plan, Resource Plan, and Staffing Plan. The Comprehensive Master Plan was developed with input from the Academic Senate, the Planning and Budgeting Committee, the College Council, the Technology Committee, the Facilities Steering Committee, and the Cabinet. The filing of the Comprehensive Master Plan with the Chancellor's Office is a necessary step towards securing state funding for construction projects. Copies of the Comprehensive Master Plan have been made available to the members of the Board of Trustees (hard copy) and to the public (hard copy and via the College website) prior to this meeting.

The District shall maintain a community services program for the purpose of personal and professional development. Such classes shall be designated as community education classes open for admission to all adults. Some classes will be open to age-appropriate minors who can benefit from the program.

Students registered in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Community services classes are not-for-credit classes.

Reference:

Education Code Section 78300
Administrative Procedure 4400

El Camino College
Policy
Adopted:

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2005-2006**

Fall Semester - 2005

Flex Days	August 25 and 26
Mandatory Flex Day	August 25
Weekend Classes begin	August 27
Weekday Classes begin	August 29
Labor Day Holiday	September 5
Veterans Day Holiday	November 11
Thanksgiving Holidays/Weekend	November 24 through 27
Fall Semester Ends	December 16
Winter Recess	December 23, 2005 – January 2, 2006
Staff Returns	January 3, 2006

Winter Session – 2006

Winter Session Begins	January 4
Martin Luther King Holiday	January 16
Winter Session Ends	February 7

(Weekend classes are not held during Winter Session)

President's Holidays – 2006

Lincoln's Holiday	February 10
Washington's Holiday	February 20

Spring Semester - 2006

Flex Days	February 8 and 9
Mandatory Flex Day	February 8, 2006 – 3 hours
Weekend Classes Begin	Feb. 11
Weekday Classes Begin	February 13
Spring Break	April 8 through 16
Memorial Day Holiday	May 29
Spring Semester Ends	June 9

Summer Session – 2006

First Six Weeks:	June 19 through July 27, 2006
Second Six Weeks:	June 26 through Aug 3, 2006
Eight Weeks:	June 19 through Aug 10, 2006

* Item withdrawn and no substitutions were made.

El Camino Community College District School Year Calendar 2005-2006 – Withdrawn and no substitutions were made.

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2005-2006
EIGHT WEEK COURSE DATES

FALL 2005

First Eight Weeks

August 27 through October 21

Second Eight Weeks

October 22 through December 16

SPRING 2006

First Eight Weeks

February 11 through April 7

Second Eight Weeks

April 17 through June 9

* Item withdrawn and no substitutions were made.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUMMER SCHOOL YEAR CALENDAR
SUMMER 2006**

**JUNE 2006 JULY 2006
AUGUST 2006**

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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4	5	6	7	8	9	[10]	[2]	3 (*4)	5	6	[7]	[8]	[6]	7	8	9	10	[11]	[12]	
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							[30]	31												

Summer Session 2006

Six Weeks Session **Eight Weeks Session**

June 19 through July 27, 2006 **June 19 through August 10, 2006**
June 26 through August 3, 2006

[*] - **Holiday (Faculty, Staff, Students)**
 [-] - **Classes Not In Session - Campus Closed**
 (-) - **Classes Not In Session - Campus Remains Open**

Summer Schedule - 2006

The 4 day, 8 hour a day workweek for classified and administrative employees will begin Monday, June 19, 2006 and end Thursday, August 10, 2006. Fridays are non working days during this 8 week period.

* Item withdrawn and no substitutions were made.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
HOLIDAYS FOR 12 MONTH EMPLOYEES
FISCAL YEAR 2005-2006**

1. Independence Day Holiday	Monday	July 4
2. Labor Day Holiday	Monday	September 5
3. Veterans Day Holiday	Friday	November 11
4. Thanksgiving Holiday	Thursday	November 24
5. Local Holiday	Friday	November 25
6. Local Holiday	Thursday	December 22
7. Christmas Holiday	Friday	December 23
8. Local Holiday	Thursday	December 29
9. New Year's Holiday	Friday	December 30
10. Martin Luther King's Holiday	Monday	January 16
11. Lincoln's Holiday	Friday	February 10
12. Washington's Holiday	Monday	February 20
13. Memorial Day Holiday	Monday	May 29

* Item withdrawn and no substitutions were made.

1. Lindsey Allen—Program Assistant II, \$9.00 per hour, Monday through Friday, hours varies/ not to exceed 40 hrs per week, effective August 20, 2004 through June 30, 2005, Bookstore, Administrative Services Area, to provide support by cashiering, stock merchandising, and assisting customers, Bookstore funded.
2. Lupe Ayala—Paraprofessional, \$13.50 per hour, Monday through Friday, 8:30 am to 5:30 pm, effective November 16, 2004 through June 30, 2005, El Camino Language Academy/ Student and Community Advancement Area, to provide support for students and instructors at the Language Academy, District funded.
3. Daniel Baruth—Police Cadet I, \$8.00 per hour, Monday through Thursday, 8:00 am to 10:00 pm (hours varies depending on the day), effective November 16, 2004 through June 30, 2005, Campus Police, Administrative Services Area, to perform Police Cadet duties, District funded.
4. Leah Burnett – Paraprofessional, \$16 per hour, Monday, Tuesday, and Wednesday, 5:00pm to 9:00pm, effective November 16, 2004 through June 30, 2005, Health Sciences & Athletics, Academic Affairs Area, to assist in the athletic training office with students. District funded.
5. Melody Comendador—Professional III, \$55.00 per hour, Monday through Friday (varies), 8:00 am to 5:00 pm (varies), effective November 16, 2004 through June 30, 2005, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement Area, to work with the WpLRC in conducting contract education, District funded.
6. Sean Gilmore—Program Assistant II, \$9.00 per hour, Monday through Friday, hours varies/ not to exceed 40 hours per week, effective December 21, 2004 through June 30, 2005, Bookstore, Administrative Services Area, to assist with cashiering, receiving merchandise, sales floor assistance, and light office duties, District funded.
7. Isabella Judd—Interpreter II, \$19.25 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective October 13, 2004 through June 30, 2005, Health Sciences & Athletics/Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, District funded.
8. Karen Kelly-Balentine—Office Aide I, \$6.75 per hour, Monday through Friday, 9:00 am to 5:00 pm, effective November 16, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to screen all students for appropriate services and assist them in acquiring the service, District funded.
9. Ryan Kisner—Stadium Manager, \$10.00 per hour, Monday through Friday, 8:00 am to 12:00 pm, effective November 16, 2004 through June 30, 2005, Health Sciences & Athletics, Academic Affairs Area, to assist with gym, stadium and PE facilities overall operation, District funded.

10. Marisol Lugo—Paraprofessional, \$9.00 per hour, Monday through Friday, hours varies/ up to 20 hours per week, effective October 1, 2004 through June 30, 2005, Community Action for Student Achievement (CASA) Program, Academic Affairs Area, to assist in department office and assist CASA program director with special projects, events, and student internships, District funded.
11. Pamela J. Lupfer—Library Media Technician Aide, \$9.00 per hour, Monday through Wednesday: 4:00 pm to 9:00 pm and Thursday: 2:00 pm –5:00 pm, effective November 16, 2004 through June 30, 2005, Public Access Department/Learning Resources Unit, Academic Affairs Area, to assist with the supervision of Circulation Desk and Periodicals/Resources Desk activities, District funded.
12. Kitty Meese—Professional II (Nursing Tutor), \$37.50 per hour, Monday, Tuesday, & Thursday, 8:00 am – 5:00 pm, effective November 16, 2004 through June 30, 2005, Health Sciences & Athletics, Academic Affairs Area, to tutor at-risk students through VTEA Grant, VTEA Grant funded.
13. Velma Sexton—Paraprofessional (Clerical), \$15.00 per hour, Monday through Friday (varies), 8:00 am to 4:30 pm, effective November 16, 2004 through June 30, 2005, CalWORKS/CARE/EOPS - Counseling and Student Services Division, Student and Community Advancement Area, to perform general office duties and work closely with the coordinator and case advisement staff, District funded.
14. Lynda D. Snead—Tutor I, \$7.50 per hour, Monday through Friday, 12:00 pm to 2:00 pm, effective November 16, 2004 through June 30, 2005, Learning Resources Center/ Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, District funded.
15. John Verdugo—Professional III, \$50.00 per hour, Monday through Friday (varies), 8:00 am to 5:00 pm, effective October 1, 2004 through June 30, 2005, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student & Community Advancement Area, under the Education Code 87470, to teach Recertification – ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support), & NRP (Neonatal Resuscitation Protocol) for the post-licensure Nursing Program, District funded.
16. William E. Warren III—Professional II, \$37.00 per hour, Monday through Friday (varies), 8:00 am to 5:00 pm (varies), effective September 19, 2004 through June 30, 2005, WpLRC/ Community Advancement, Student & Community Advancement Area, under Education Code 87470, conduct the fire training portion of the STCW (Standards for Training Certification and Watchkeeping) course for the WpLRC, District funded.
17. Kathy Way—Program Assistant II, \$9.00 per hour, Monday through Thursday (Fridays during the add period), 8:00 am to 7:00 pm (varies), effective December 1, 2004 through June 30, 2005, Admissions & Records, Student & Community Advancement Area, to provide assistance to Admissions & Records personnel and assist with general office duties, District funded.

18. Phorious J. Whitmore—Paraprofessional, \$13.00 per hour, Monday and Tuesday, 1:00 pm – 4:00 pm, & Friday, 12:00 pm - 4:00 pm, effective November 22, 2004 through June 30, 2005, Learning Resources Unit, Academic Affairs Area, to serve as a first level support person with responsibilities of troubleshooting public use systems & stations throughout the library, District funded.
19. Tori Wright—Teacher Assistant IV, \$11.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective October 20, 2004 through June 30, 2005, Health Sciences & Athletics/Special Resources Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, District funded.
20. The following individuals are to work as Reader, \$6.75 per hour, Monday through Friday, 1:00 pm to 3:30 pm, effective November 16, 2004 through June 30, 2005, Humanities, Academic Affairs Area, to evaluate and provide written

Mandy Kronbeck

Terry Wright

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

Page No.

A.	AB 2910 – Quarterly Fiscal Status Reports	1
B.	Transfer of Funds from General Fund-Unrestricted to Student Aid Fund 74.....	2
C.	Contracts/Personal Service Agreements Valued at \$50,000 or Higher	2
D.	Bid 2004-04/Pool Building Re-Roof	2
E.	Public Works Project Science Complex - Change Orders.....	3
F.	Purchase Orders	5

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2004.

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

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

The report for September 30, 2004, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2004-05
Quarter Ended (Q1 September 30, 2004**

<u>General Fund</u>	<u>2004-05 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<u>INCOME</u>			
Federal	\$ 2,469,968	\$ 148,093	6.57%
State	56,353,743	20,792,694	36.90%
Local	42,280,713	5,983,798	14.15%
Interfund Transfers	<u>578,378</u>	<u>0</u>	0%
Total Income	\$101,682,802	\$26,924,585	
 <u>APPROPRIATIONS</u>			
Academic Salaries	\$ 40,896,574	\$ 5,020,865	12.28%
Classified Salaries	26,815,592	4,072,099	15.19%
Staff Benefits	18,678,683	6,867,092	36.76%
Supplies/Books	2,991,328	588,477	19.67%
Other Operating Expenses	10,309,212	2,722,726	26.41%
Capital Outlay	1,438,400	407,249	28.31%
Other Outgo	<u>3,126,815</u>	<u>170,697</u>	5.46%
Total Appropriations	\$104,256,604	\$19,819,205	

B. TRANSFER OF FUNDS FROM GENERAL FUND-UNRESTRICTED TO STUDENT FINANCIAL AID FUND 74

It is recommended that \$15,000 in the 2004-05 General Fund-Unrestricted (11) be transferred to the Student Financial Aid Fund (74). These funds were received through the lease with Pioneer Theaters.

C. 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.

Flewelling and Moody: Provide architectural and engineering design services for various facilities projects. Two specific projects to be performed under the agreement are the Bookstore Office Renovation and Modular Buildings and Modifications. Dates of Service: November 22, 2004 through June 30, 2006. Cost: NTE \$55,000. Account numbers: TBD

D. BID 2004-04/POOL BUILDING RE-ROOF

It is recommended that the above named bid, #2004-04, be awarded to the following vendor for the Pool Building Re-Roof in accordance with the specifications, terms, and conditions of the bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Best Roofing and Waterproofing	\$133, 420.00

Other Bidders: Long Beach Roofing [\$149,500]; Southern California Roofing [\$212,000]; Lavey Roofing [\$266,000].

“No Bid” Responses: none

Non-Responses: 4

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

E. PUBLIC WORKS PROJECT SCIENCE COMPLEX – CHANGE ORDERS

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

Best Roofing	\$ 1,087.00
Circulating Air	\$ 18,234.00
DK Mechanical	\$ 6,768.00
Dynalectric	\$ 18,093.00
GD Heil	\$ 1,966.00
<u>John Jory</u>	<u>\$ 11,256.00</u>
TOTAL	\$ 57,404.00

At District request

- a) Provide parallel electrical power supply units for Physics DC power distribution. These are necessary for experiments. \$12,109.00
(*Dynalectric \$12,109*)

Unforeseen conditions

- a) Change of light fixtures location due to conflict with A/C ducting in corridor N200
(*Dynalectric \$3,995*) \$ 3,995.00
- b) Add code-required smoke dampers in Physics lobby. As-built drawings did not show existing condition. \$ 1,586.00
(*Circulating Air \$1,586*)
- c) Revise soffit framing in P108 & P111. As-built drawings did not show existing connection. \$ 3,403.00
(*John Jory \$3,403*)
- d) Add fire-rated soffit in N214 (existing fire damper conflict) \$ 2,693.00
(*John Jory \$2,693*)

Direction of Government Agency, DSA (Division of State Architect)

- e) Replace existing wall in corridor of Natural Science Building. One section of the wall was not fire rated (original const.). The other section was unsafe. \$ 5,251.00
(*John Jory \$3,285; GD Heil \$1,966*)
- f) Addition of flow and tamper-proof switches to new fire department connection
(*Dynalectric \$1,989*) \$ 1,989.00

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

- g) Relocated utilities and fixtures in restroom N114 due to conflict with column and concrete walls. Also added exhaust fan. \$ 5,368.00
(*DK Mechanical \$4,391; Circulating Air \$977*)

- i) Chemistry mezzanine roof drainage. Drain was not included in the original design.
(*Best Roofing \$1,087; DK Mechanical \$ 844*) \$ 1,931.00
- j) Roof drain relocations in Physics due to reconfiguration of the area, which
positioned the roof drain in the middle of the room. \$ 1,533.00
(*DK Mechanical \$1,533*)
- k) Control work for chemistry hood problem. The original engineering forced ECC to
turn hoods off in an emergency condition. This work fixes the problem so that
hoods will remain on to expend any fumes in case of an emergency. \$14,006.00
(*Circulating Air \$14,006*)
- l) Add waterproofing on walls adjacent to sinks in janitor's closets. \$1,875.00
(*John Jory \$1,875*)
- m) Boost pump for AHU-6 (approved at the July Board meeting) \$1,665.00
(*Circulating Air \$1,665*)

SCIENCE COMPLEX RENOVATION PROJECT

The following table reports the budget status through September 30, 2004 for the
Science Complex Renovation Project.

	Budget	Expended	Balance
State Funding (9504)			
Design & Plan Review	1,031,000	1,031,000	0
Relocation	0	0	0
Hazardous Material Abatement	357,190	159,864	197,326
Construction	15,298,088	12,027,609	3,270,479
Construction Administration	443,000	300,562	142,438
Equipment	0	0	0
TOTAL	17,129,278	13,519,035	3,610,243
Bond Funding (0219)			
Design & Plan Review	500,638	403,526	97,112
Relocation	1,527,187	1,466,544	60,643
Hazardous Material Abatement	0	0	0
Construction	3,494,438	1,184,944	2,309,494
Construction Administration	66,475	0	66,475
Equipment	1,133,000	252,537	880,463
TOTAL	6,721,738	3,307,551	3,414,187

F. PURCHASE ORDERS

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

Run Date
10/29/2004

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 11-15-2004

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0070894	Stumps Spirit	Student Affairs	ASB Exp.	\$202.66
P0070895	Bach Bowling Supply	Physics	Instructional Supplies	\$530.43
P0070896	Cccsaa	Student Affairs	ASB Exp.	\$1,850.00
P0070897	Cccsaa	Student Affairs	ASB Exp.	\$925.00
P0070898	Cccsaa	Student Affairs	Conferences Mgmt	\$370.00
P0070899	Dell Marketing L. P.	BFAP Carry Over	New Computer Equipment	\$17,082.84
P0070900	Matson Printing	Purchasing and Busin	Non-Instructional Supplies	\$830.49
P0070901	Xerox Corporation	VP-SCA	Non-Instructional Supplies	\$276.01
P0070902	Geil Kilns Company	Art Department	Repairs Parts And Supplies	\$8,660.00
P0070903	Hoffman Video Systems	Art Department	Instructional Supplies	\$567.08
P0070904	Barbetta Electronics	Music	Repairs Parts And Supplies	\$200.00
P0070905	SRJC-ACBO Trust Account	Administrative Serv.	Conferences Mgmt	\$165.00
P0070906	Judy Marcelline	Fine Arts	Non-Instructional Supplies	\$225.00
P0070908	American Express Travel	Adminstration	Travel And Conference Exp	\$144.90
P0070909	Grainger	Technical Services	Repairs Parts And Supplies	\$89.37
P0070910	Botach Tactical	Technical Services	Repairs Parts And Supplies	\$733.99
P0070911	Aztec Tents and Events	Counseling Office	Non-Instructional Supplies	\$296.03
P0070913	Connor Everts	Fine Arts	Non-Instructional Supplies	\$1,200.00
P0070914	Mass Press	El Camino Language	Printing	\$34.64
P0070915	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$200.00
P0070916	Susan D. Brouillette	Americans W/Disabili	Non-Instructional Supplies	\$14.40
P0070917	Tattoo Mfg., Inc.	VP-SCA	Non-Instructional Supplies	\$176.30
P0070918	Western Association of Student	Financial Aid	Dues And Memberships	\$35.00
P0070919	Sharin K. Nakayama	SRC Donations	Instructional Supplies	\$22.65
P0070920	Dance Teacher	Theatre/Dance	Non-Instructional Supplies	\$24.95
P0070921	FACCC-Education Institute	VP-SCA	Conferences Mgmt	\$149.25
P0070922	Scantron Corporation	Division Office BSSC	Instructional Supplies	\$314.40
P0070923	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,587.61
P0070924	Unisource	Facilities/Planning	New Equipment – Noninstruc.	\$3,641.00
P0070925	American Sociological Association	Division Office BSSC	Instructional Supplies	\$270.63
P0070926	Marian D. Tell	Fine Arts	Non-Instructional Supplies	\$350.00
P0070927	Champion Chemical Company	Operations	Non-Instructional Supplies	\$24,946.33

P0070928	Performance Pipeline Technology	Facilities/Planning	Repairs Noninstructional	\$1,900.00
P0070929	Alco Products, Inc.	Electric Shop	Non-Instructional Supplies	\$391.65
P0070930	Bruce Spain	Artes de El Camino	Non-Instructional Supplies	\$3,434.92
P0070931	Carrier Corporation	Facilities/Planning	Repairs Noninstructional	\$1,159.00
P0070932	ECCTYC/English Council of Califor	Division Office Huma	Publications/ Periodicals	\$175.00
P0070933	South Bay Wildlife Rehabilitation	Life Sciences	Contract Services	\$250.00
P0070934	Hawthorne Chamber of Commerce	Presidents Office	Dues And Memberships	\$100.00
P0070935	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$203.08
P0070936	Pacific Coast Office Products	Presidents Office	Non-Instructional Supplies	\$469.69
P0070937	Jo A. Madden	SRC Donations	Instructional Supplies	\$83.55
P0070938	Johnson Company	Nursing	Instructional Supplies	\$3.79
P0070939	Lexis Nexis Matthew Bender	Nursing	Publications Periodicals	\$49.29
P0070940	Parks Medical Electronics	Nursing	Instructional Supplies	\$37.05
P0070942	CCFC Annual Conference	Architect Fees & Eng	Conferences Mgmt	\$450.00
P0070943	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,471.35
P0070944	South Coast Air Quality Management	Facilities/Planning	Other Services And Expense	\$19.84
P0070945	Hely & Weber	Radiologic Tech Dona	Non-Instructional Supplies	\$519.98
P0070946	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$100.00
P0070947	Johnstone Supply	Art Department	Instructional Supplies	\$142.48
P0070948	CCS Presentation Systems, Inc.	SBA 1/1/04 to 12/31	New Equipment - Noninstru	\$2,439.80
P0070949	Ecs Publishing	Music	Instructional Supplies	\$245.00
P0070950	Ccc Registry Job Fairs	Faculty & Staff Dive	Conferences Mgmt	\$1,500.00
P0070951	Kevin M. O'Brien	Division Office Fine	Instructional Supplies	\$43.64
P0070952	American Express Travel	BFAP Carry Over from	Travel And Conference Exp	\$144.90
P0070953	Opamp Technical Books	BFAP Carry Over from	Training	\$201.81
P0070954	Life Assist Inc.	Parking-Student Perm	Non-Instructional Supplies	\$104.87
P0070956	A-1 Office Plus	Financial Aid	Non-Instructional Supplies	\$59.92
P0070957	Universal Tool Service	Ctr for Arts Product	Repairs Parts And Supplies	\$39.49
P0070958	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$1,999.88
P0070959	Nancy A. Adler	Ctr for Arts Product	Non-Instructional Supplies	\$54.95
P0070961	Fisher Scientific	Life Sciences	Instructional Supplies	\$972.24
P0070962	Edvotek	Life Sciences	Instructional Supplies	\$112.50
P0070963	Fisher Scientific	Life Sciences	Instructional Supplies	\$208.48
P0070964	VWR Scientific	Life Sciences	Instructional Supplies	\$1,730.15
P0070965	Carolina Biological	Life Sciences	Instructional Supplies	\$357.46
P0070966	Ward's Natural Science Establish	Life Sciences	Instructional Supplies	\$795.85
P0070967	Auto Door	Facilities/Planning	Repairs Noninstructional	\$868.50
P0070968	United Oil Company	Hazmat Transportation	Gasoline	\$2,666.77
P0070969	Light Panel Technologies, Llc	Electrical / Mechani	Non-Instructional Supplies	\$1,654.80
P0070970	Home Depot	Grounds	Non-Instructional Supplies	\$2,869.75
P0070971	LRP Publications	Counseling Office	Publications/ Periodicals	\$217.00
P0070972	Dianne L. Martinez	Counseling Office	Conferences Mgmt	\$55.00
P0070973	CPP Consulting Psychologists Pres	Career Center	Non-Instructional Supplies	\$409.03
P0070975	Mass Press	Cosmetology	Instructional Supplies	\$34.64

P0070976	Computerland of Silicon Valley	Information Technolo	Computer Software Account	\$74.96
P0070977	Mcmaster Carr	Physics	Instructional Supplies	\$582.47
P0070978	Konica Minolta Business Solutions	Division Office NSci	Non-Instructional Supplies	\$92.27
P0070979	Snap-On Tools Corp	Automotive Technology	Instructional Supplies	\$465.23
P0070980	Harold L. Tyler	Student Affairs	Non-Instructional Supplies	\$165.00
P0070981	American Express Travel	Fiscal Services	Transportation/ Mileage	\$254.81
P0070982	Unicon, Inc.	Information Technology	Software	\$5,400.00
P0070984	A-1 Office Plus	DSPS	Instructional Supplies	\$50.87
P0070985	A-1 Office Plus	DSPS	Instructional Supplies	\$100.00
P0070986	A. B. Dick Company	Copy Center	Repairs - Instructional	\$201.00
P0070987	Daveine Designs	Ctr for Arts Promo	Other Services And Expense	\$130.00
P0070988	The National Economic Development	Ed & Community Devel	Transportation/ Mileage	\$62.75
P0070989	Lippincott Williams & Wilkins Sub	Nursing	Instructional Supplies	\$1,613.17
P0070990	Coursey Enterprises, Inc.	Nursing	Instructional Supplies	\$797.87
P0070991	Thomson Delmar Learning	Nursing	Instructional Supplies	\$600.14
P0070992	Cccsaa	Student Affairs	ASB Exp.	\$185.00
P0070993	Sears Roebuck & Company	CDC	New Equipment – Noninstruc.	\$77.15
P0070994	AHEAD Membership Renewal	DSPS	Publications Periodicals	\$182.00
P0070995	Chief, Cds Library of Congress	Instructional Service	Library Books	\$65.00
P0070996	High Sierra Embroidery Company	CDC	General Office Supplies	\$277.98
P0070997	Mass Press	Financial Aid	Non-Instructional Supplies	\$103.92
P0070998	Southern California Boiler, Inc.	Facilities/Planning	Repairs Noninstructional	\$5,700.00
P0070999	Infinite Control Systems	Replace Fire Alarm S	Repairs Noninstructional	\$45.00
P0071000	Torrance Chamber of Commerce	SBA 1/1/04 to 12/31	Conferences Mgmt	\$50.00
P0071001	Kapco Library Products	Division Office Inst	Instructional Supplies	\$96.28
P0071002	Highsmith Company Inc.	Division Office Inst	Instructional Supplies	\$202.09
P0071003	Gaylord Brothers, Inc.	Division Office Inst	Instructional Supplies	\$118.23
P0071004	Bron Tapes of San Diego, Inc.	Audio/Visual	Instructional Supplies	\$182.27
P0071005	Western State Design Inc.	V.P. Academic Affairs	Repairs - Instructional	\$177.00
P0071006	Postmaster	SBA 1/1/04 to 12/31	Postage	\$962.51
P0071007	Mass Press	Financial Aid	Non-Instructional Supplies	\$34.64
P0071008	Boise Cascade	Community Advancement	New Equipment – Noninstruc.	\$511.14
P0071009	Burbank Airport Hilton Hotel	Student Affairs	Conferences Mgmt	\$435.60
P0071010	Burbank Airport Hilton Hotel	Student Affairs	ASB Exp.	\$523.60
P0071011	Burbank Airport Hilton Hotel	Student Affairs	ASB Exp.	\$785.40
P0071014	Dell Marketing L. P.	BFAP Carry Over	New Computer Equipment-No	\$6,282.48
P0071015	Hinshaw Music	Ctr for Arts Instr/A	Other Rentals	\$410.00
P0071016	Ecs Publishing	Ctr for Arts Instr/A	Other Rentals	\$275.00
P0071017	Life Assist Inc.	Parking-Student Perm	Non-Instructional Supplies	\$171.04
P0071018	Fullers Office Equipment	Health, Safety	Repairs Noninstructional	\$130.07
P0071019	Xpedx Paper & Graphics	EOPS	Non-Instructional Supplies	\$214.59
P0071020	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$472.50
P0071021	Rent4Less	Transfer Center	Transportation	\$99.00
P0071022	Pacific Coachways	Transfer Center	Transportation	\$330.49

P0071023	Stage Accents	Fine Arts	Non-Instructional Supplies	\$1,325.02
P0071024	ASCAP S & E Licensing	Ctr for Arts Product	Other Services And Expense	\$2,799.29
P0071025	American Express Travel	SBDC CITD	Transportation/ Mileage	\$271.37
P0071026	Southpaw Promotions	Ed & Community Devel	Multi Media Advertising	\$925.54
P0071027	Sax Arts and Crafts	Art Department	Instructional Supplies	\$182.39
P0071029	Brown & Bigelow	VP-SCA	Non-Instructional Supplies	\$2,749.30
P0071031	Milo Martin/Projector Press	Fine Arts	Non-Instructional Supplies	\$150.00
P0071032	Jerome Dunn	Fine Arts	Non-Instructional Supplies	\$150.00
P0071033	Richard Ferguson	Fine Arts	Non-Instructional Supplies	\$150.00
P0071034	R N	Nursing	Publications Periodicals	\$39.00
P0071035	Rockwell Medical Supply	Nursing	Fundraising	\$767.34
P0071036	Marvin Bonds	Fine Arts	Non-Instructional Supplies	\$200.00
P0071037	Byron Brownridge	Fine Arts	Non-Instructional Supplies	\$100.00
P0071038	Brent Northrup NPDA Treasurer	Speech Communication	Dues And Memberships	\$30.00
P0071039	El Camino College ASB	Faculty & Staff Dive	Contract Services	\$750.00
P0071040	Wausau Tile, Inc.	Improve Compus Appea	Non-Instructional Supplies	\$1,872.82
P0071041	Mass Press	Cact CA Employee Tra	Non-Instructional Supplies	\$34.64
P0071042	Palomar College	Humanities	Non-Instructional Supplies	\$1,630.00
P0071043	Johannas J. Lampkins	Fine Arts	Non-Instructional Supplies	\$100.00
P0071044	Association of Performing Arts	Division Office Fine	Dues And Memberships	\$1,400.00
P0071045	California Community Colleges Boa	Presidents Office	Conferences Mgmt	\$75.00
P0071046	McKesson Medical	Physical Education	Instructional Supplies	\$261.25
P0071047	Bob Evans Designs, Inc. Force Fin	Physical Education	Instructional Supplies	\$211.28
P0071048	Access to Recreation, Inc	Physical Education	Instructional Supplies	\$307.41
P0071049	AAFPE Headquarters	Legal Assistance	Dues And Memberships	\$350.00
P0071050	S & B Food Services Catering Serv	Trust Career Expo	Fundraising	\$147.53
P0071052	Hydro Fit	Physical Education	Instructional Supplies	\$111.54
P0071053	Adolph Keiffer & Assoc.	Physical Education	Instructional Supplies	\$28.13
P0071054	4C/SD C/O CCLC	Staff Development	Dues And Memberships	\$125.00
P0071055	The Resource Network	TTIP Tech Human Resc	Non-Instructional Supplies	\$224.59
P0071056	California Pro Sports	Health Sciences	Fundraising	\$499.50
P0071057	California Pro Sports	Health Sciences	Fundraising	\$2,135.13
P0071058	California Pro Sports	Resp Therapy	Non-Instructional Supplies	\$2,752.34
P0071059	Heather N. Boswell	Fine Arts	Non-Instructional Supplies	\$100.00
P0071060	Kenneth W. Lefort	Fine Arts	Non-Instructional Supplies	\$200.00
P0071061	Charles F. Turner	Fine Arts	Non-Instructional Supplies	\$100.00
P0071062	Kimberly Deshazo	Fine Arts	Non-Instructional Supplies	\$200.00
P0071063	Miriam J. Alario	Fine Arts	Non-Instructional Supplies	\$500.00
P0071064	Kristal L. Walker	Fine Arts	Non-Instructional Supplies	\$200.00
P0071065	Bruce Tell	Fine Arts	Non-Instructional Supplies	\$200.00
P0071066	Konica Minolta Business Systems	Information Technology	Contract Services	\$912.70
P0071067	American Express Travel	Division Office Inst	Conferences Mgmt	\$144.89
P0071068	Sandra P. DeMos	CDC	Dues And Memberships	\$50.00
P0071069	Refrigeration Supplies Dist	Automotive Technology	Repairs Parts And Supplies	\$119.28

P0071070	Peerless Auto Parts	Automotive Technology	Instructional Supplies	\$825.60
P0071071	S & B Food Services Catering Serv.	Health Sciences	Fundraising	\$511.49
P0071072	Dixon Store CSP	Division Office BSSC	Instructional Supplies	\$341.22
P0071073	CCS Presentation Systems, Inc.	Division Office BSSC	Instructional Supplies	\$806.72
P0071074	Inx International Ink Co.	Copy Center	Non-Instructional Supplies	\$97.53
P0071075	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$1,737.58
P0071076	Lisa M. Walker	Fine Arts	Non-Instructional Supplies	\$700.00
P0071077	Quami Adams	Fine Arts	Non-Instructional Supplies	\$400.00
P0071078	Brittany Armalin	Fine Arts	Non-Instructional Supplies	\$200.00
P0071079	Robert Gilliam	Fine Arts	Non-Instructional Supplies	\$500.00
P0071080	Marian D. Tell	Fine Arts	Non-Instructional Supplies	\$700.00
P0071081	Delphin Computer Supply	BFAP Carry Over	New Computer Equipment-No	\$659.25
P0071082	Teana Lefort	Fine Arts	Non-Instructional Supplies	\$300.00
P0071083	Montgomery Hardware Company	Facilities/Planning	Repairs Noninstructional	\$2,272.93
P0071084	Pyrocomm Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$447.50
P0071085	Concert Products, Inc.	Artes de El Camino	Contract Services	\$287.84
P0071086	Surveillance Video.Com	Parking-Student Perm	New Equipment – Noninstruc.	\$2,786.30
P0071088	Hector G. Salazar	Artes de El Camino	Conferences Mgmt	\$276.70
P0071089	Manhattan Stitching Company	Student Affairs	A/P Manually Generated	\$694.97
P0071090	C.A.L.S.A.C.C.	Student Affairs	Conferences Mgmt	\$62.00
P0071091	C.A.L.S.A.C.C.	Student Affairs	ASB Exp.	\$496.00
P0071093	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$291.50
P0071094	California Community College Leag	VP-SCA	Conferences Mgmt	\$285.00
P0071095	Law Fire Protection Company	Facilities/Planning	Repairs Noninstructional	\$1,590.21
P0071096	American Express Travel	Student Affairs	ASB Exp.	\$1,107.52
P0071097	American Express Travel	Student Affairs	Conferences Mgmt	\$138.44
P0071098	A-1 Office Plus	Foster Care Ed 03-04	New Equipment – Instruc.	\$311.76
P0071099	California Pro Sports	Health Sciences	Fundraising	\$462.43
P0071100	Moorpark Hotel	Student Affairs	Conferences Mgmt	\$119.90
P0071101	ECCD Petty Cash	Student Affairs	Non-Instructional Supplies	\$327.37
P0071102	Mac Mall	Humanities	New Equipment – Instruc.	\$657.44
P0071103	Mac Mall	Humanities	New Equipment – Instruc.	\$1,604.74
P0071105	Moorpark Hotel	Student Affairs	ASB Exp.	\$479.60
P0071106	Delphin Computer Supply	Humanities	New Equipment – Instruc.	\$1,380.19
P0071107	Amazon.Com Corporate Credit	English	Instructional Supplies	\$78.17
P0071108	Deep Discount DVD	English	Instructional Supplies	\$356.43
P0071109	CriterionDVD.com	English	Instructional Supplies	\$312.24
P0071110	Jeannine R. Feltman	Fiscal Services	Miscellaneous	\$1,267.04
P0071111	Matson Printing	Warehouse	Inventories, Stores, Prep	\$148.84
P0071112	Epson Store	Art Department	Art Dept Copier Supplies	\$616.15
P0071114	Arizona Debate Inst Cal State Ful	Speech Communication	Other Services And Expense	\$250.00
P0071115	Phyllis S. Fowler	Fine Arts	Non-Instructional Supplies	\$200.00
P0071116	Janeen Apodaca	Fine Arts	Non-Instructional Supplies	\$75.00
P0071117	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$286.62

P0071118	Scantron Corporation	Mathematics	Instructional Supplies	\$44.72
P0071119	Galls Long Beach Uniform	Administrative Of Ju	Instructional Supplies	\$1,133.92
P0071120	Vocational Biographies Inc.	Career Center	Other Books	\$43.30
P0071122	Southern Calif. Intersegmental Ar	Counseling Office	Dues And Memberships	\$40.00
P0071123	A-1 Florist	Student Affairs	ASB Exp.	\$86.60
P0071124	Mobile Storage Group	P4E INGLEWOOD FIRE	Other Services And Expense	\$350.00
P0071125	Image Solutions	Admissions/Records	Postage	\$9,300.00
P0071126	E.G. Brennan & Co., Inc.	Admissions/Records	Repairs Noninstructional	\$237.50
P0071127	National Black Review, Inc.	Human Resources	Multi Media Advertising	\$295.00
P0071128	Fortune	CACT COCCC	Publications Periodicals	\$59.95
P0071129	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Noninstructional	\$784.07
P0071130	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$615.84
P0071131	Joseph R. Smith & Assoc., Inc.	Student Affairs	Non-Instructional Supplies	\$2,877.34
P0071133	Nixalite of America, Inc.	Carpenter Shop	Non-Instructional Supplies	\$74.65
P0071135	Leslie Back	Division Office Fine	Other Services And Expense	\$53.85
P0071136	Awards Plus	Student Affairs	ASB Exp.	\$126.65
P0071137	Stage Accents	Fine Arts	Non-Instructional Supplies	\$2,774.63
P0071138	Mass Press	Title V-Activity 1	Non-Instructional Supplies	\$34.64
P0071139	Mass Press	CalWORKs	Non-Instructional Supplies	\$34.64
P0071140	Nation's Printing Corp.	El Camino Language	Multi Media Advertising	\$1,685.45
P0071141	Pacific Coachways	El Camino Language	Student Transportation	\$465.64
P0071142	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$150.00
P0071143	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$150.00
P0071144	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$28.85
P0071145	S & B Food Services Catering Serv	CalWORKs	Non-Instructional Supplies	\$53.92
P0071146	Katisha Adams	Fine Arts	Non-Instructional Supplies	\$750.00
P0071147	South Bay Latino Chamber Commerce	Ed & Community Devel	Dues And Memberships	\$200.00
P0071148	Enterprise Rentals	Transfer Center	Transportation	\$161.29
P0071149	Comfort Inn - Temecula	Health Sciences and	Non-Instructional Supplies	\$742.50
P0071150	Beth Grobman Jacc Executive Secre	Humanities	Non-Instructional Supplies	\$200.00
P0071151	NCMPR	Public Information	Other Services And Expense	\$175.00
P0071152	Logisoft Logisoft	Public Information	Non-Instructional Supplies	\$746.11
P0071153	United Directories	SBA 1/1/04 to 12/31	Multi Media Advertising	\$296.00
P0071154	Mira Costa High School	Public Information	Multi Media Advertising	\$300.00
P0071155	North High Lady Saxons	Public Information	Multi Media Advertising	\$800.00
P0071156	North High School C/O Susan Daugh	Public Information	Multi Media Advertising	\$150.00
P0071159	NCMPR	Public Information	Non-Instructional Supplies	\$60.00
P0071160	Manhattan Beach Chamber of Commer	Public Information	Conferences Mgmt	\$25.00
	Total :	246		\$207,693.14
B0070660	National Roofing Con	Roof Rpl-Tech Arts	Buildings	\$7,420.00
B0071113	Hcd	Facilities/Planning	Legal	\$40.00
B0077688	Global Partners, Inc	El Camino Language	Contract Services	\$300.00
B0077714	Fervent Charity	Foster Care Ed 03-04	Contract Services	\$592.00
B0077747	Linda Whitehead	Staff Development	PSA Contract Services	\$420.00

B0077760	South Bay Center for	(STCW) Standards for	Contract Services	\$1.00
B0077771	City of Torrance Rev	Community Advancement	Contract Services	\$1.00
B0077773	Environmental Recove	Asbestos Removal Che	Contract Services	\$4,665.00
B0077775	Group Delta Consulta	Science Complex Cons	Contract Services	\$2,000.00
B0077776	Estwick & Associates	ILP	Contract Services	\$888.00
B0077777	Nzingha Family Serv.	ILP	Contract Services	\$112.00
B0077778	Nzingha Family Serv.	Foster Care Ed 03-04	Contract Services	\$740.00
B0077779	Collette Vacations	Contract Education	Contract Services	\$1.00
B0077780	Collette Vacations	Contract Education	Contract Services	\$1.00
B0077781	Estwick & Associates	Early Steps to Emanc	Contract Services	\$4,836.00
B0077782	Estwick & Associates	KEPS	Contract Services	\$2,238.00
B0077783	Modupe Carpenter	Foster Care Ed 03-04	PSA Contract Services	\$14,022.00
B0077787	Educon International	El Camino Language	Contract Services	\$450.00
B0077788	Michael Levine Inc.	Fine Arts	Non-Instructional Supplies	\$300.00
B0077789	Moore's Dancewear	Fine Arts	Non-Instructional Supplies	\$300.00
B0077790	Better Faster Cheape	Public Information	Printing	\$10,000.00
B0077791	Learning Time Presch	CalWORKs	Contract Services	\$1.00
B0077792	Atherton Christian	CalWORKs	Contract Services	\$1.00
B0077793	Chabad of South Bay	CalWORKs	Contract Services	\$1.00
B0077794	Gidda's Nursing Regi	CalWORKs	Contract Services	\$1.00
B0077795	Carb Cops	CalWORKs	Contract Services	\$1.00
B0077796	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$100.00
B0077797	Amc Discount Tickets	Fiscal Services	Non-Instructional Supplies	\$12,000.00
B0077799	Postmaster	Mailroom	Postage	\$5,660.00
B0077800	Larthia R. Dunhman	Foster Care Ed 03-04	PSA Contract Services	\$500.00
B0077802	Wendy Wooten	Community Advancement	PSA Contract Services	\$4,000.00
B0077803	Yvette A. Harrison-B	Foster Care Ed 03-04	PSA Contract Services	\$14,022.00
B0077805	Keith Johnson	Foster Care Ed 03-04	PSA Contract Services	\$1,110.00
B0077806	Kelly J. Gilmore	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0077808	Barbara Barabino	Foster Care Ed 03-04	PSA Contract Services	\$370.00
B0077809	Metropolitan Electri	Electric Shop	Non-Instructional Supplies	\$10,000.00
B0077810	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$50.00
B0077813	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$400.00
B0077814	Courtyard by Marriot	Ctr for Arts Promo	Other Services And Expense	\$800.00
B0077815	Ad Club	Ed & Community Devel	Multi Media Advertising	\$3,000.00
B0077816	E.C.C.C.D. Bookstore	Division Office NSci	Other Books	\$500.00
B0077818	Glenn A. Doolittle,	Business & Int'l Ed.	PSA Contract Services	\$1,000.00
B0077820	E.C.C. Public Inform	Nursing - Workforce	Reproduction – Noninstruc.	\$1,000.00
B0077821	Los Angeles County	Institutional Service	Regulatory	\$10,882.22
B0077822	City of Torrance Rev	Institutional Service	Regulatory	\$672.91
B0077824	ECCD Petty Cash	VATEA Administration	Non-Instructional Supplies	\$500.00
B0077825	E.C.C. Public Inform	VATEA Supplementary	Non-Instructional Supplies	\$400.00
B0077826	Celina Rivas	WPLRC - ETP	PSA Contract Services	\$5,500.00
B0077827	Yosemite Community	Division Office BSSC	Contract Services	\$1.00

B0077828	E.C.C. Public Inform	Bookstore	Reproduction – Noninstruc.	\$2,000.00
B0077829	Quami Adams	Fine Arts Dntn-Dance	PSA Contract Services	\$3,200.00
B0077830	Kim Borgaro	Fine Arts Dntn-Dance	PSA Contract Services	\$1,400.00
B0077831	Orco Door Closer Ser	Facilities/Planning	Repairs Noninstructional	\$1,500.00
B0077832	Ami Publishing, Inc	Specialty Beverage	Multi Media Advertising	\$10,000.00
B0077833	Rent4Less	Earth Sciences	Transportation	\$1,500.00
B0077834	Network Presence, LI	Telecommunications	Maintenance Contracts	\$14,130.52
B0077835	E.C.C. Public Inform	Careers in Child Care	Instructional Supplies	\$500.00
B0077836	S & B Food Services	Careers in Child Care	Conferences Faculty	\$850.00
B0077837	E.C.C.C.D. Bookstore	Careers in Child Care	Instructional Supplies	\$700.00
B0077838	Supplies & Solutions	P4E INGLEWOOD FIRE	Repairs - Instructional	\$4,000.00
B0077839	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$25.00
B0077840	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$100.00
B0077841	South Bay Economic	Ed & Community Devel	Conferences Mgmt	\$3,500.00
B0077844	Delores Storey	Foster Care Ed 03-04	PSA Contract Services	\$222.00
B0077845	Robbie Odom	Foster Care Ed 03-04	PSA Contract Services	\$370.00
B0077846	Sandra B. Chase	Foster Care Ed 03-04	PSA Contract Services	\$222.00
B0077847	San Francisco Commun	Division Office BSSC	Contract Services	\$1.00
B0077848	Teledyne Electronic	Cact CA Employee Tra	Contract Services	\$1.00
B0077851	Estwick & Associates	Early Steps to Emanc	Contract Services	\$7,269.00
B0077852	Nzingha Family Servi	Early Steps to Emanc	Contract Services	\$5,587.00
B0077853	E.C.C. Public Inform	Student Affairs	Non-Instructional Supplies	\$1.00
B0077854	Jamesreilly.Com	TTIP Tech Human Resc	Contract Services	\$6,000.00
B0077862	Modupe Carpenter	KEPS	PSA Contract Services	\$1,600.00
B0077865	Learning Garden Pre-	CalWORKs	Contract Services	\$1.00
B0077867	Intelli Worx Systems	CalWORKs	Contract Services	\$1.00
B0077868	California Community	ILP	Contract Services	\$1.00
B0077870	ECCD Petty Cash	CDC	Instructional Supplies	\$1,000.00
B0077871	ECCD Petty Cash	Foster Care Ed 03-04	Instructional Supplies	\$600.00
B0077872	ECCD Petty Cash	Early Steps to Emanc	Instructional Supplies	\$900.00
B0077873	Subs Delight	Community Advancement	Non-Instructional Supplies	\$1,250.00
B0077874	Los Angeles Business	Foster Care Ed 03-04	Reproduction Instruction	\$1,000.00
B0077875	Toni Thomas	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0077876	American Management	Contract Education	Non-Instructional Supplies	\$5,000.00
B0077877	S & B Food Services	V.P. Academic Affairs	Non-Instructional Supplies	\$500.00
B69005A	Hammel, Green & Abra	Science Complex Cons	Contract Services	\$20,993.09

Total : **85** **\$218,316.74**

Total POs and BPOs : **331** **TOTAL : \$426,009.88**

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

Page No.

I.	INFORMATION	
	A. Equipment/Technology Expenditures.....	2
	B. Projects Budgets.....	3
	C. Citizens’ Bond Oversight Committee	5
	D. Measure E Funding For The Science Complex Renovation Project.....	5
II.	APPROVAL	
	A. Contracts/Personal Service Agreements Valued at \$50,000 or Higher	6
	B. Bid 2004-05/Campus Theater Stage Replacement	6
	C. Bid 2004-3/Audio Visual Systems	7
III.	RATIFICATION	
	A. Purchase Orders.....	7
	B. Change Orders.....	7

I. INFORMATION

A. EQUIPMENT/TECHNOLOGY EXPENDITURES – The following table reports the status of equipment purchases as of October 29, 2004.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Business (0602)	336,000	145,234	190,766
Fine Arts (0604)	90,000	0	90,000
Health Science & Athletics (0605)	13,800	8,938	4,862
Industry & Technology (0607)	57,326	0	57,326
Learning Resources (0609)	325,000	0	325,000
Mathematical Sciences (0610)	68,121	3,117	65,004
Natural Sciences (0611)	5,200	2,453	2,747
Total Instructional Equipment	895,447	159,742	735,705
<u>Technology</u>			
Information Technology Services (0608)	1,557,570	0	1,557,570
Total Technology	1,557,570	0	1,557,570
<u>Other Equipment</u>			
Admissions & Records (0613)	79,800	3,302	76,498
Health Center (0613)	5,000	0	5,000
Total Other Equipment	84,800	3,302	81,498
Grand Total	2,537,817*	163,044	2,374,773

* Final 2004-05 Budget Book
 Page 63 \$1,190,247
 Page 64 1,347,570
 \$2,537,817

B. PROJECT BUDGETS

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

The following table reports expenditures through October 29, 2004.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 10/29/04)			
	REVISED BUDGET	TOTAL EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	9,698	1,519,302
Athletic Education and Fitness Complex (0203)	15,718,000	147,699	15,570,301
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	38,091	6,046,805
Business Building Replacement (0205)	10,926,189	76,301	10,849,888
Central Plant (0206)	10,858,000	67,838	10,790,162
Child Development Center Phase 2 (0207)	2,525,000	15,905	2,509,095
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	7,025	1,092,975
Fire Academy Structure (0209)	791,375	5,100	786,275
Fire Program Facility (0210)	123,000	935	122,065
Health Occupations and Wellness Center (0211)	12,072,551	75,407	11,997,144
Humanities Complex Replacement (0212)	23,120,064	342,841	22,777,223
Learning Resource Center Addition (0213)	7,100,000	44,418	7,055,582
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	52,620	8,363,612
Remodeling Phase Two (0216)	157,625	1,152	156,473
Remodeling Phase Three (0217)	8,715,875	54,488	8,661,387
Science Complex Renovation (0219)	6,721,738	3,349,429	3,372,309
Signage and Wayfinding (0224)	2,600,000	35,902	2,564,098
Student Services and Activities Replacement (0220)	31,448,118	220,276	31,227,842

Temporary Space and Relocation Costs (0221)	2,000,000	57,919	1,942,081
Vocational Education Complex (0222)	22,349,821	161,183	22,188,638
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
Total Additional Classrooms and Modernization	193,083,184	5,470,093	187,613,091
<u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	12,821	387,179
Emergency Generators and Distribution (0302)	2,265,000	5,472	2,259,528
Emergency Power to Security Lighting (0303)	175,000	423	174,577
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	2,347	397,653
Fencing Replacement and Additions (0305)	375,000	906	374,094
Landscaping and Irrigation System Replace. (0306)	2,540,000	25,910	2,514,090
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	5,895	2,434,105
Lot F Parking Structure Improvements (0309)	1,632,000	3,943	1,628,057
Lot H Parking Structure (0310)	8,348,666	20,368	8,328,298
Paving Replacement - All Walks and Driveways (0311)	2,187,000	5,283	2,181,717
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	197	81,403
Security Video (0313)	180,000	6,501	173,499
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	70,261	1,874,920
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	160,326	24,566,905
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	-	2,818,000
Reserve for Contingencies (0499)	215,653	-	215,653
Total Energy Efficiency Improvements	3,033,653	-	3,033,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732	37,613	4,330,119
Art & Behavioral Sciences (0502)	12,247,136	106,631	12,140,505
Auxiliary Warehouse (0504)	105,042	696	104,346
Communications (0507)	6,623,354	58,522	6,564,832

Construction Technology (0508)	943,970	8,926	935,044
Domestic Water System (0509)	2,488,800	54,174	2,434,626
Facilities and Receiving (0510)	1,985,416	95,886	1,889,530
Fire Alarm (0511)	780,800	4,524	776,276
Firelines (0512)	1,837,503	66,360	1,771,143
Hazardous Materials Abatement (0513)	200,000	80,953	119,047
Library (0515)	7,876,509	148,181	7,728,328
Marsee Auditorium (0516)	6,670,843	58,791	6,612,052
Math & Computer Sciences (0517)	10,761,643	94,732	10,666,911
Music (0518)	8,896,846	80,461	8,816,385
Natural Gas System (0519)	488,000	2,865	485,135
North Gymnasium (0520)	3,248,993	231,433	3,017,560
Physical Education and Men's Shower (0521)	3,896,871	34,940	3,861,931
Planetarium (0522)	559,465	7,892	551,573
Pool and Health Center (0523)	8,273,592	73,601	8,199,991
Primary Electrical Distribution System (0524)	13,460,000	133,564	13,326,436
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	7,541	1,306,123
Sewer System (0527)	1,964,200	11,227	1,952,973
Social Sciences (0528)	7,415,520	64,166	7,351,354
Storm Drain System (0530)	1,083,909	6,240	1,077,669
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	117,283,489	2,926,272	114,357,217
<u>Information Technology and Equipment (ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	292,371	831,279
Facilities Planning and Services (0603)	1,818,724	176,071	1,642,653
Fine Arts (0604)	2,805,096	197,647	2,607,449
Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	422,712	1,348,929

Information Technology (0608)	14,557,510	339,163	14,218,347
Learning Resources (0609)	4,665,775	56,344	4,609,431
Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	392,820	2,609,465
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	101,364	466,136
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
Total Information Technology and Equipment	54,681,858	2,722,323	51,959,535
<u>Physical Education Facilities Improvements (PEFI)</u>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
Total Physical Education Facilities	1,707,049	-	1,707,049
			\$383,237,45
	<u>\$394,516,464</u>	<u>\$11,279,014</u>	<u>0</u>

C. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for November 17 at 3 p.m.

D. MEASURE E FUNDING FOR THE SCIENCE COMPLEX RENOVATION PROJECT

The 2004-05 budget for the Natural Science Renovation project contains \$6,721,738 of funding from Measure E. The following describes the use of this funding.

\$1,527,187 – Relocation – This amount funds the cost for the purchase and installation of the modular buildings being used as temporary housing for the programs displaced from the buildings being renovated. Also included are moving costs, storage container rental and the cost to modify other campus spaces to provide additional housing for the displaced programs.

November 15, 2004

Measure "E" Bond Fund 5

\$1,133,000 – Equipment – This amount is for the equipping of the renovated buildings with new furniture and equipment.

\$562,000 - Phasing Costs – This amount is for the added design, construction and construction administration costs due to the extended period of construction caused by dividing the work into two phases of construction. This was necessary to prevent program curtailment during renovation. The State funding is for construction in one phase only.

\$869,640 – Additional Project Scope – State funding for the Natural Science Complex renovation project was approved based upon the need to eliminate life and health safety hazards that existed within the buildings. Some areas were excluded from the renovation funding since hazards were not present. Recognizing the desirability of upgrading these areas to be consistent with the adjacent spaces, the Board of Trustees, at the May 19, 2003, meeting, approved funding for the necessary design services to renovate these areas. At the September 8, 2003, Board meeting, it also approved a change order for the construction costs associated with renovation of these areas.

\$439,800 – Enhanced Information Technology Infrastructure - The State funding for this project did not adequately support the level of technology the college determined was required to support its instructional and administrative needs.

\$2,190,111 – Qualitative and Capacity Enhancements - The State funding for this project did not adequately provide for the level of construction and building systems necessary to produce a structure equal in quality to other college facilities. Also, the funding did not support the desired capacity of the laboratories. Qualitative enhancements include a networked energy management system, a central reporting fire alarm system, an emergency electrical generator and exterior landscaping. Capacity enhancements occurred in the laboratories, which were designed for a higher capacity than the State standard. The increased number of student work stations and the plumbing and electrical requirements added costs to the project that were above the State funding level.

II. APPROVAL

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

Psomas: Provide civil engineering services for the following projects: Campus Primary Electrical System, Voice Data, Fire Alarm, Energy Management System, Chilled and Heating Water, and Natural Gas Distribution. Dates of Service: November 22, 2004 through December 31, 2006. Cost: \$197,925, including reimbursables.

B. BID 2004-05/CAMPUS THEATER STAGE REPLACEMENT

It is recommended that the above named Bid #2004-05 be awarded to the following vendor for Campus Theater stage replacement in accordance with the specifications, terms, and conditions of the above named bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD material, labor,	West Star Construction	\$68,900.00 includes and applicable taxes

Other Bidders: none
 No Bid Responses: 1
 Non-Responses: 5

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

C. BID 2004-3/AUDIO VISUAL SYSTEMS

It is recommended that the following contractor be awarded the agreement for providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the work required for the implementation of audiovisual systems in eighteen (18) classrooms in the Science Complex, in accordance with the specifications, terms, and conditions of the above-named project. The total bid amount is \$90,405.37

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
79001 delivery,	Vizual Symphony [2]	\$90,405.37 (includes tax, materials, labor and installation

Other Bidders: Spinitar [2], \$100,937.13; CCS Presentation Systems [2], \$98,772.88
 No Bid Responses: 0
 Non-Responses: 4

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

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
10/29/2004

El Camino Community College District
Measure "E" Purchase Order Listing
Meeting Date: 11-15-2004

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0079027	Public Agency Law Group	Humanities Complex	Legal -Bond Projects	\$330.80
P0079028	Metronome, Inc. c/o IFSC	Information Technology	New Equipment – Noninstruc.	\$60,851.60
P0079029	Graybar Electric	Business	New Equipment – Noninstruc.	\$1,269.58
P0079031	Public Agency Law Group	Humanities Complex	Legal -Bond Projects	\$43.00
P69229A	Virco Manufacturing Corp.	Science Complex Reno	Group II Equipment	\$235.41
Total :		5		\$62,730.39
B0079020	Abb Inc.	Primary Elect Distri	Buildings	\$445,024.00
B0079030	Daily Breeze, the	Master Planning	Advertising-Bond Projects	\$2,500.00
B0079032	Aqua Science Enginee	Facilities and Recei	Testing & Inspection	\$1,642.00
B69036A	Harmon Nelson Design	Master Planning	Professional Services-Bon	\$9,520.00
Total :		4		\$458,686.00
Total POs and BPOs :		9	TOTAL :	\$521,416.39

B. CHANGE ORDERS

None

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-7
B. Reallocation and Revision of Classification Specifications for Classified positions.....	8, 10-12
C. Revision of Classification Specifications for Classified Positions.....	8, 13-16
D. Revision of Classification Specifications for Administrator Positions.....	8, 17-33
E. Elimination of Classification Specifications for Administrator Positions	8, 34-37
F. Notice and Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino Police Officers Association.....	9
G. Volunteers.....	9

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-22 and 1-29.

Certificated Personnel:

1. Pre-Retirement – Mr. John Tyo, full-time instructor of Reading to work a reduced load of 100% in Fall and 0% in Spring, for five years beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).
2. Leave of Absence (family leave) – Ms. Jennifer Annick, full-time instructor of English, effective October 25 through December 17, 2004.
3. Leave of Absence (family leave) – Ms. Karen Forney, full-time instructor of English, effective February 12, 2005 through June 10, 2005.
4. Leave of Absence (50% personal) – Ms. Dana Crotwell, full-time instructor of English, effective February 12 through June 10, 2005.
5. Leave of Absence (50% paid) – Dr. Margaret Quinones, full-time Counselor, effective October 19 through December 4, 2004.
6. Amend Change in Salary – Ms. Jody Jones, part-time Child Development Center teacher, from Class IV, Step D to Class IV, Step B, effective September 14, 2004.
7. Special Assignment – Ms. Rosemary Swade, full-time instructor of Speech Communication, to direct Study Abroad Program, effective November 1, 2004 through February 6, 2005, to be paid \$50.09 an hour, not to exceed \$5,300 or 8 hours a week, in accordance with the Agreement, Article X, Section 14(c).
8. Special Assignment – Ms. Sharen Kokaska, full-time instructor of Education Development, to conduct activities for Disabled Students Program and Services (DSPS) and student assessment of learning disabilities, to be paid \$37.57 an hour, not to exceed \$3,000, effective November 16, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
9. Special Assignment – Mr. Bryan Ouchi, full-time instructor of Education Development, to conduct activities for Disabled Students Program and Services (DSPS) and student assessment of learning disabilities, to be paid \$37.57 an hour, not to exceed \$3,757, effective November 16, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
10. Special Assignment – Ms. Elizabeth Shadish, full-time instructor of Philosophy, to research California Virtual College (CVC) on-line catalog to evaluate search categories, to be paid \$37.57 an hour, not to exceed \$1,503 or 40 hours, effective November 22, 2004 through February 11, 2005, in accordance with the Agreement, Article X, Section 14(a).

11. Special Assignment – Mr. Robert Diaz, part-time instructor of Electronics and Computer Hardware Technology, to provide support for development of the El Camino Robotics Academy, effective November 16 through December 17, 2004, to be paid \$37.57 an hour, not to exceed 50 hours or \$1,879, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – Mr. Harold Hofmann, full-time instructor of Machine Tool Technology, to provide support for development of the El Camino Robotics Academy, effective November 16 through December 17, 2004, to be paid \$37.57 an hour, not to exceed \$1,128 or 30 hours, in accordance with the Agreement, Article X, Section 14(c).
13. Special Assignment – Ms. Joyce Wise, part-time instructor of Nursing, to present 6 hour training program at Memorial Hospital of Gardena for Nursing 60B students, to be paid \$50.09 an hour, not to exceed \$325, effective November 17 through December 18, 2004, in accordance with the Agreement, Article X, Section 9(m).
14. Special Assignment – Ms. Ellen Olaivar, part-time instructor of Nursing, to conduct for-credit lab portion of Nursing 64 under the LA County Nursing contract with the Workplace Learning Center, under Education Code 87470, to be paid \$57.51 an hour, not to exceed \$7,900, effective September 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
15. Stipend Assignment – Ms. Cynthia Bahti, part-time instructor of Speech, to perform as Resident Artist Lecturer/Speaker, to be paid \$500, effective November 7, 2004, in accordance with the Agreement, Article X, Section 9(m).
16. Stipend Assignment – Ms. Rhonda Dillon, part-time instructor of Voice, to perform in concert, to be paid \$750, effective January 23, 2005, in accordance with the Agreement, Article X, Section 9(m).
17. Stipend Assignment – Mr. Jonathon Grasse, part-time instructor of Music, to perform in concert, to be paid \$750, effective January 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
18. Stipend Assignment – Ms. Pam Santleman, part-time instructor of Dance, to choreograph the Fall Dance, to be paid \$400, effective October 16 through December 5, 2004, in accordance with the Agreement, Article X, Section 9(m).
19. Employment – Mr. Glenn Weiss, full-time instructor of Paramedic Program, to be paid by the Los Angeles County, effective November 16 through December 17, 2004.

20. Employment - Ms. Jeannine Barba, part-time/temporary on-call counselor to be hired as needed, not to exceed 24 hours per week, effective November 1 through December 30, 2004, in accordance with the Agreement, Article X, Section 9(e), to be paid through District EOP&S or grant funds.

21. Employment – The following part-time/temporary faculty to be hired as needed for the Fall 2004 session:

Health Sciences & Athletics

Johnette Creary

Nadia Lopez

Mathematics

Daniel Aka

22. Employment – The following part-time/temporary faculty to be hired as needed for the Winter 2005 session:

Behavioral & Social Sciences

Thomas Glenn, Class IV, Step 11

Mark Gordon, Class II, Step 4

Shahrokh Haghghi, Class V, Step 14

Laurie Houske, Class V, Step 6

Mark Keskinel, Class IV, Step 5

Thomas Keville, Class II, Step 4

Michelle Light, Class II, Step 4

Mark Mestyanek, Class II, Step 4

Ricky Murray, Class II, Step 5

Francis Schulte, Class III, Step 8

Sharyn Seaton, Class II, Step 7

Business

Christine Adams, Class II, Step 9

Jeffrey Cowan, Class II, Step 4

Noel Craven, Class IV, Step 12

Reni Dougherty, Class II, Step 8

Jerry Muraoka, Class V, Step 10

Robert Nickle, Class II, Step 4

Fine Arts

Peter Abilogu, Class II, Step 4

Kenneth Bell, Class I, Step 4

Dana Bisignano, Class II, Step 4

Carola de la Rocha, Class II, Step 4

Karin Jensen, Class IV, Step 6

Health Sciences & Athletics

Thomas Bergeron, Class II, Step 4

Margaret Kidwell-Udin, Class II, Step 8

Bryan Ouchi, Class IV, Step 4

Dipte Patel, Class II, Step 4

Humanities

Kathleen Collins, Class III, Step 7

Natalie Ricard, Class IV, Step 7

Helen Sabin, Class III, Step 6

Cynthia Tino-Sandoval, Class II, Step 4

Alfred Zucker, Class V, Step 20

Industry & Technology

Kevin Coffelt, Class III, Step 6

Katherine Conley, Class II, Step 12

James Mock, Class I, Step 4

Vivian Nemie, Class I, Step 5

Christine Richey, Class I, Step 6

William Warren, Class II, Step 4

Merriel Winfree, Class I, Step 4

Mathematics

Aida Awainisyan, Class II, Step 4

Thu Hoang, Class II, Step 6

Huang Shiuling, Class III, Step 5

Alexa Root, Class II, Step 4

Nathan Schroeder, Class I, Step 6

Alan Stillson, Class II, Step 4

Erxiang Wang, Class II, Step 5

Classified Personnel:

1. Resignation – Ms. Rhonda Clark, Senior Clerical Assistant, Range 24, Step B, Business Division, Academic Affairs Area, effective October 4, 2004, plus accrued vacation.
2. Retirement – Mr. James Dossey, Night Custodian, Range 20, Step E, Facilities Planning & Services Division, Administrative Services Area, effective December 31, 2004, plus accrued vacation, and that a plaque be prepared and presented to him in recognition of his services to the District since 1973.
3. Amend Personal Leave of Absence from 38% to 5% - Ms. Katherine Conley, 75% Cosmetology Assistant, Range 19, Step E, Industry & Technology Division, Academic Affairs Area, effective August 31 through December 17, 2004

4. Amend Personal Leave of Absence 100% - Ms. Charlotte Thompson, Project Specialist, Range 32, Step D, Learning Resources, Academic Affairs Area, effective June 4 through November 4, instead of November 1, 2004.
5. Rescind Personal Leave of Absence 16.67% - Ms. Jeannine Barba, 83.33% Student Services Specialist, Range 33, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective August 30 through December 17, 2004.
6. Amend Personal Leave of Absence 33.33% - Ms. Jeannine Barba, Student Services Specialist, Counseling and Student Services Division, Student and Community Advancement Area, effective November 1, 2004 through June 24, 2005.
7. Change of Assignment – The following employees from Counseling and Student Services Division to Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2004:

Jeannine Barba
Aleda Jackson
Harold Tyler
Janice Watanabe

8. Change of Assignment – The following employees from Admissions & Records/Enrollment Services Division to Admissions & Records Division, Student and Community Advancement Area, effective October 18, 2004:

Martha Angel	Joyce Fukuchi	Esperanza Nieto
Mayda Angel-Reatiga	Marjorie Hall	Donna Pantaleo
Angelica Cholico	Cheryl Imatomi	Grace Rodriguez
Antoinette Corso	Adriana Lopez	Clarissa Ryder
Victoria De la Torre	Margaret Lund	David Snowden
Margurite Fisher	Rachelle Lunney	Marie Tate
Ned Diamond	Willie Ruth McGee	
Dorothy Fowler	William Mulrooney	

9. Change of Assignment – The following employees from Admissions & Records/Enrollment Services Division to Enrollment Services Division, Student and Community Advancement Area, effective October 18, 2004:

Robin Dreizler	James Hilgeman	Doris Miles
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10. Change of Assignment – The following employees from Admissions & Records/Enrollment Services Division to Center for International Education, Student and Community Advancement Area, effective October 18, 2004:

Elisabeth Cholico	Susan Nickle	Leonid Rachman
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11. Extend Change of Assignment – Mr. Rocky Bonura, as Director – Purchasing and Business Services, Range 13, Step 5, Administrative Services Area, effective January 1 through June 30, 2005.
12. Amend Change in Classification – Ms. Bozena Morton, from Director of Resource Development/Grants Development and Management, to Director for Center for International Education, Range 13, Step 5, instead of Step 3, effective October 19, 2004 through June 30, 2005.
13. Amend Change in Classification – The following Clerical Assistant, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to Financial Aid Assistant, Range 24, Step A, effective October 1, 2004:

Lisa Campbell	Vanna Pham
Stacy Higa	Julieta Ortiz
14. Amend Change in Classification – of the following Clerk, from Range 17, Step D, to Clerical Assistant, Range 22, Step C, (instead of Range 20, Step D), Admissions & Records Division, Student and Community Advancement Area, effective November 1, 2004.

Victoria de la Torre	Willie McGee
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15. Amend Change in Classification – of the following Clerk, from Range 17, Step E, to Clerical Assistant, Range 22, Step D (instead of Range 20, Step E), Admissions & Records Division, Student and Community Advancement Area, effective November 1, 2004:

Dorothy Fowler	Adriana Lopez
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16. Change in Classification – Ms. Laura Losorelli, from Clerk, Range 17, Step E, to Clerical Assistant, Range 22, Step D, Student & Counseling Services Division, Student and Community Advancement Area, effective November 1, 2004.
17. Work Out of Classification – Mr. James Hilgeman, Student Services Specialist, Range 33, Step E, to Student Services Advisor, Range 35, Step E, Outreach & School Relations, Student and Community Advancement Area, effective June 1, 2003 through February 28, 2004.
18. Promotion – Mr. Julio Arias, from Sales Assistant, Range 19, Step D, to Lead Sales Associate, Range 23, Step C, Bookstore Division, Administrative Services Area, effective December 1, 2004.
19. Employment – Mr. Michael Sandoval, Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, effective December 1, 2004.

November 15, 2004

Human Resources – Administrative Services – 6

20. Employment – Mr. Jeffrey Lewis, Police Officer, Range A, Campus Police Division, Administrative Services Area, effective December 1, 2004.

Temporary Classified Service Employees:

21. Mr. David Brown II – Student Services Technician, Range 28, Step A, Counseling & Student Services Division, Student and Community Advancement Area, 40 hours per week effective November 16, 2004.
22. Ms. Mary Eskridge - Clerical Assistant, Range 22, Step A, Child Development Center/Behavioral and Social Sciences Division, Academic Affairs Area, 40 hours per week, effective December 1, 2004 through April 30, 2005, needed to cover increased workload.
23. Ms. Hee Jin Kim – Accompanist- Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area to work as needed for the 2004-2005 fiscal year, effective November 16, 2004.
24. Ms. Nola Pinter – 50% Clerical Assistant, Range 20, Step E, Business Division, Academic Affairs area as needed for the 2004 –2005 fiscal year, effective September 19, 2004.
25. Ms. Velma Jean Sexton – Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide front desk support, 24 to 40 hours a week, effective November 16, 2004.
26. Mr. Scott Skies – Groundskeeper/Gardener II, Range 28, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, 6 a.m. to 2:30 p.m. effective November 16, 2004:
27. Mr. Phillip Sutton – 50% Interim Director of Grants, Range 13, Step 1, Resource Development, Student and Community Advancement Area, effective November 16, 2004 through June 30, 2005.
28. Ms. Jennifer Wisheart - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to work as needed for the 2004 – 2005 fiscal year, effective November 16, 2004:
29. The following individuals to work as Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, 5 a.m. to 1:30 p.m. effective November 16, 2004:

Maria Velasquez

Levell Bennett

B. REALLOCATION AND REVISION OF CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION:

It is recommended that the Board approve the reallocation and revision classification specifications for the following Classified position, effective November 15, 2004, as shown on pages 10-12.

Lead Accounting Technician

C. REVISION OF CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITIONS:

It is recommended that the Board approve the revision of classification specifications for the following classified positions, effective November 16, 2004 as shown on pages 13-16.

CalWORKS Case Management/Services Coordinator

D. REVISION OF CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITIONS:

It is recommended that the Board approve the revision of classification specifications for the following administrator position, effective November 16, 2004 as shown on pages 17-33.

Vice President, Academic Affairs
Dean of Community Advancement
Dean of Counseling and Student Services
Dean of Enrollment Services
Director of Student Development (formerly Director of Student Affairs)

E. ELIMINATION OF CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the elimination of classification specifications for the following administrator position, effective November 16, 2004 as shown on pages 34-37.

Director of Student Affairs

November 15, 2004

Human Resources – Administrative Services – 8

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

It is recommended that the Board schedule a Public Hearing and Adoption of the following subjects for negotiations at its meeting scheduled for November 15, 2004. The current contract terminates December 31, 2005. This represents the interests of both the District and the P.O.A. in articles to be negotiated.

Article 6, Section 1 - Salary Schedule Step Placement and Advancement

Article 6, Section 2 - Overtime

Article 5, Section 3c(3) – Work Schedules

G. 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, Workers Compensation coverage is being provided for the following persons:

Adrian Amjadi
Harold Anderson

Lisa Escoto
Nelson Espinola

Dani Morvice
Sherry Schneider

EL CAMINO COMMUNITY COLLEGE DISTRICT
CLASS TITLE: LEAD ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor outside of the Fiscal Services Division, perform technical accounting duties in an enterprise (retail) environment. Lead, train, coordinate and provide work direction.

DISTINGUISHING CHARACTERISTICS:

The Lead Accounting Technicians direct complete functional areas outside of the Fiscal Services Division. Accounting Technicians perform technical accounting duties in assigned functional areas of ancillary services involving complete sets of books. The Senior Accounting Technician performs complex and difficult duties, assisting in the preparation, maintenance and review of District accounting, budgetary and fiscal records and District reports.

REPRESENTATIVE DUTIES:

Perform technical duties in an assigned area of accounting.

Monitor and coordinate workflow and assure the timely completion of duties assigned to the unit.

Monitor, adjust, reconcile, balance and maintain assigned accounts; record deposits, review transactions and transfer funds according to established procedures.

Assure compliance with District fiscal policies and procedures, applicable laws and regulations and generally accepted accounting principles.

Prepare and review accounting and financial reports for assigned unit; maintain accounting records, ledgers and reports.

Review financial reports and computer printouts to assure the accuracy and completeness of information; detect, trace and correct errors and discrepancies.

Prepare comprehensive financial reports as required by the District, State, or other agency.

LEAD ACCOUNTING TECHNICIAN (Continued)

Page 2

Compile, organize, research and verify financial and statistical information for inclusion in various records and reports.

Prepare and process a variety of documents including warrants, invoices, reimbursement claims, receipts, requisitions and other forms and materials involved in financial transactions.

Perform customer service duties including inquiries and problem solving.

Provide information to District personnel, students, vendors and others regarding various accounts, fees and records related to assigned area.

Coordinate communications and accounting activities with other District departments and personnel governmental agencies and private organizations.

Operate office machines and equipment including computer terminal personal computer, typewriter, calculator and copier.

Audit accounting to assure proper internal controls; assist external auditors as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting principles, practices and procedures.

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field of specialty including software related to field.

Interpersonal skills using tact, patience and courtesy.

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

ABILITY TO:

Prepare and maintain complex financial statements and reports related to payroll, financial aid, ancillary services or the ticket office.

Train and provide work direction to others.

Assign and review the work of others.

Prepare and maintain complex financial statements and reports related to assigned areas in ancillary services.

Analyze situations accurately and adopt an effective course of action.

Operate standard office machines including calculator, computer terminal, typewriter and copier.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in accounting or a related field and three years of experience in the preparation and maintenance of financial records and reports.

WORKING CONDITIONS:

Typical office setting.

Extensive use of computers.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone.

Sit for extended periods of time.

Lift and carry up to 25 pounds.

Move from one work area to another as needed.

High volume phone usage.

Classified Salary Range 34

Reallocated, Revised and Board Approved: November 15, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CalWORKS CASE MANAGEMENT/SERVICES COORDINATOR

BASIC FUNCTION

Under the direction of an assigned administrator, assist with coordination of and provide case management services for the CalWORKs program, including direct responsibilities for the CalWORKs Office functions and staff oversight, work direction and training, referral and coordination of services to students assisted through the case management, work activity, child care, job development and placement components. Work closely with other College managers and staff in functions and activities related to case management, work activity, child care and job development and placement, academic counseling and other support for CalWORKs/TANF students. Participate in or assume responsibilities as liaison to CalWORKs/TANF-related regional groups, agencies, programs, services or their representatives.

REPRESENTATIVE DUTIES:

Coordinate CalWORKs Office functions and staff, including oversight and training of CalWORKs/TANF staff located in the office, such as those involved in administration of childcare, student advisement, (and) clerical (advisement) support (staff) and other CalWORKs staff as appropriate.

Coordinate and oversee childcare services processing, work activity referrals and referrals to on and off campus services and programs.

Work closely with Counseling and Student Services, Financial Aid, the CalWORKs job developer, Job Placement Center, EOP&S/CARE, Child Development Center, Special Resources Center and other managers, coordinators or staff involved with CalWORKs Program functions and services for CalWORKs students.

Work independently or with other campus services or programs, as appropriate, to develop forms, handbooks, manuals and other written materials to facilitate student recruitment, orientation, advisement, and referral to other services, programs, agencies and prospective employers.

Communicate with academic counselors, District personnel, business leaders, social services agencies, community resources, educational institutions and others to coordinate activities, exchange information and refer students for further assistance.

Provide specialized advisement to current and prospective students in the CalWORKs or related student services areas.

Maintain and verify current budget information, monitor expenditures and assist in (the) budget preparation, as required.

November 15, 2004

Human Resources – Administrative Services - 13

CalWORKS Case Management/Services Coordinator (continued)Page 2

Interview individual students to determine program eligibility and obtain information required to develop CalWORKs student activity and referral plans. Referrals include EOPS/CARE, career assessment, academic counseling, Financial Aid, Student Resource Center for special needs, child care, work activity, employment and off-campus services and programs as appropriate.

Establish and maintain direct communication with CalWORKs/GAIN/TANF agencies and their program staff to assist CalWORKs students on campus. Act as advocate for students to ensure receipt of GAIN support services. Facilitate mediation when discrepancies or disagreements occur.

Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.

Maintain student files and computer database to track counselor and case advisor notes, child care and employment activities, referral and exit status, and GAIN regional contact information.

Prepare reports and maintain records involving current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty areas.

Plan, develop and conduct workshops to provide students with specialized assistance and information in assigned areas.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Case management principles and techniques.

~~Effective communications and practice regarding multi-cultural populations and at-risk behaviors.~~

Specialized functions, operations and activities related to student advisement.

Interviewing and advisement techniques.

District services and community resources available to students.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

CalWORKs/TANF Program, related regulations, guidelines and applicable laws.

District organization, operations, policies, procedures and objectives.

Technical aspects of field of specialty.

November 15, 2004

Human Resources – Administrative Services - 14

CalWORKS Case Management/Services Coordinator (continued)Page 3

Financial and statistical record-keeping techniques.

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

Modern office practices, procedures and equipment.

ABILITY TO:

Provide oversight, work direction and training for CalWORKs program staff as assigned by an assigned administrator, or in related programs as assigned.

Provide specialized paraprofessional advisement and services to students and alumni in the CalWORKs Program, or related services.

~~Make appropriate referrals for potential evaluation and follow-up, i.e. domestic violence, learning disabilities, homelessness and others.~~

Assess (ease) **GAIN status and eligibility**, educational and employment needs and interests and then develop viable case plans, referrals and alternative courses of action for students.

Interview students to determine program eligibility and obtain relevant data.

Plan, develop and conduct informational workshops.

Communicate effectively both orally and in writing with students and others

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others as appropriate.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

Assist students within a multicultural, multiethnic environment.

Work with discretion and adhere to policies and procedures related to confidentiality.

EDUCATION AND EXPERIENCE:

Requires a minimum of a Bachelor's degree in a case management or advisement social science, such as social work, social welfare, psychology, sociology, or closely related social science, such as social ecology and at least two years of closely related employment, such as CalWORKs advisor or coordinator, social services case worker, or student services advisor or coordinator with direct responsibility for direct student advisement and program functions.

LICENSES AND OTHER REQUIREMENTS:

Requires a valid California driver's license and a safe driving record.

WORKING CONDITIONS:

Typical office setting.

November 15, 2004

Human Resources – Administrative Services - 15

Extensive computer work.
Long periods of standing and sitting.
Lift and carry up to 25 lbs.
Move from one work area to another as needed.
Some travel may be required.

Classified Salary Range 36
Revised and Board Approved: November 15, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT OF ACADEMIC AFFAIRS

BASIC FUNCTION:

Under the direction of the Superintendent/President, provides leadership in the planning, development, and implementation of the District's instructional program and gives direction to, while working collaboratively with, academic personnel.

Develop plans and procedures that enhance the academic program, the development of new curricula, and the evaluation of existing programs.

Ensure that the operations of the Academic Affairs area are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.

Oversee the accreditation process for the College and special instructional programs.

Engage academic personnel in educational master planning based upon a comprehensive program review process.

Administer the budget of the Academic Affairs area.

Supervise and evaluate the performance of assigned personnel.

Recommend personnel actions to the Superintendent/President and instructional agenda items to the Board of Trustees.

Serve as the Board's designee for mutual agreement with the Academic Senate on instructional and professional matters.

Represent the Superintendent/President, the Board, and the College on instructional matters.

Promote partnerships with local businesses and community.

REPRESENTATIVE DUTIES:

Function as chief instructional officer by providing leadership in the planning, development and implementation of the District's instructional program.

Evaluate the effectiveness of the District's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.

Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and make appropriate recommendations to the Superintendent/President.

Serve as the Board's designee for mutual agreement with the Academic Senate on academic and professional matters.

Administer the Academic Affairs area budget; recommend budget requests for each fiscal year to the Superintendent/President; and ensure expenditures are appropriate and within budget.

Maintain involvement with the Academic Senate on educational and professional matters; serve as a conduit for Academic Senate's access to the governance process; serve as a communication link with academic personnel; and recommend a budget for the Academic Senate.

Recommend personnel actions to the Superintendent/President.

Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements to faculty and staff.

Participate in planning the future of instruction at El Camino College by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Oversee the development of a college catalog and schedule of classes.

Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.

Serve as the District's primary liaison with the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement. Recommend to the Superintendent/President the process and procedures for institutional self study and college visitation.

Recommend agenda items for Board approval; attend Board of Trustees' meetings and closed sessions; prepare the Academic Affairs board agenda and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policies to the Superintendent/President; provide information and data as requested; submit academic personnel Board items to the Human Resources Division for inclusion on the Administrative Services - Human Resources segment of the Board agenda.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing, and directing an instructional program within an institution of higher education.

Budget preparation and controls.

Principles and practices of instruction, accreditation program review and planning.

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating an instructional program for the District.

Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

Work effectively with; diverse student, staff, and community populations.

Communicate effectively orally and in writing..

Supervise the administration of the area budget.

Supervise and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

Direct the maintenance of a variety of reports and files related to assigned responsibilities.

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Requires a master's degree and three years of full-time post-secondary teaching experience and three years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education or a master's degree, post-secondary teaching experience and five years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

DESIRABLE QUALIFICATIONS:

Possession of an earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

Revised and Board Approved: November 15, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF COMMUNITY ADVANCEMENT

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement,, provide leadership to the Community Advancement Division in planning, organizing, and directing the provision of quality, non-traditional education programs and services, including, but not limited to contract education, business partnerships, Workplace Learning Resource Center, Center for Applied Competitive Technologies (CACT), Small Business Development Center, Community Education Center for International Trade Development and California-Mexico Trade Assistance Center; Inglewood Center and Inglewood One-Stop; supervise the administration of the Division budget; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide leadership for non-traditional program development and work with a diverse group of managers, faculty, staff and community representatives to plan for the provision of quality programs and services in the areas of business and community training, education, and partnerships.

Provide leadership and training for the acquisition of grants, special funding, and external support for institutional advancement.

Provide leadership in the use of technology to facilitate the advancement of non-traditional business, industry and community programs and services.

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new non-traditional programs and services.

Confer with a multi-cultural community, business leaders, faculty, and managers regarding ideas for community outreach and non-traditional program improvement.

Maintain current knowledge of new developments and innovative community outreach efforts and non-traditional educational and workplace learning programs in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet business and community needs.

Maintain knowledge of new grant sources and grant application processes and recommend changes to maintain successful grant applications.

Recommend and participate in development of policy as necessary for the District to properly implement, evaluate, augment, and change community outreach efforts, and non-traditional programs and services.

Facilitate internal and external needs assessment surveys to ensure that the College is addressing the needs of the campus, business and industry, and community.

Provide leadership in developing long-term business and industry and community partnerships and positive relations whereby the District is regarded as an integral part of business and industry and community.

Communicate with staff by holding regular meetings to facilitate planning and decision-making and to have staff informed about overall college issues and projects.

Provide leadership in the development of Division long-range plans, annual goals and objectives, and evaluative measures to ensure the on-going commitment to quality and excellence.

Evaluate the fiscal stability of non-traditional and community programs and services.

Provide leadership in budget development and manage financial resources consistent with District policy and sound financial management principles; allocate and re-allocate scarce resources among competing requests for funds.

Assure proper use and security of assigned facilities, equipment maintenance, and compliance with health and safety regulations.

Facilitate internal partnerships between and among the three major areas of the college: academic affairs, student and community advancement and administrative services.

Analyze requests for staff to meet short and long term needs and make recommendations to the Vice President; assist in the development of job descriptions for new positions.

Evaluate staff and program effectiveness, organize committees for the hiring process and assure compliance with district personnel policies, procedures, and practices for the employment of faculty, classified staff, management, students, and short-term, temporary and substitute workers.

Represent the District and the Vice President of Student and Community Advancement as needed.

Submit written and make oral reports and presentations as necessary to campus and community, state, and national groups.

Supports adherence to state and federal laws.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Policies and objectives of non-traditional education and business, community, and industry partnerships.

Non-traditional, adult learning and training methods.

Curriculum development; course articulation.

Community outreach methods, marketing strategies and principles.

Principles and practices of effective administration, supervision and training.

Interpersonal skills using tact, patience courtesy, respect.

Budget preparation and control.

District organization, operations, policies and objectives.

Oral and written communication skills.

ABILITY TO:

Plan, organize, develop, and evaluate the provided programs, activities, and services.

Develop and modify curriculum to meet student and community needs.

Communicate effectively, both verbally and in writing, with peers, faculty, staff, student and community members.

Work effectively with peers, faculty, staff, students, and community members from multi-cultural, diverse backgrounds.

Present a positive image of the college.

Train, supervise, and evaluate personnel.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines; plan and organize work effectively.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services.

Understand the needs of the division in the context of the overall institutional program and participate with the management team to set goals and priorities for the College.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal-setting, and decision-making.

Organize multiple projects and carry out required project details throughout the year.

Evaluate recommendations for program improvements and/or new program efforts.

Develop grant or special project applications.

EDUCATION AND EXPERIENCE:

Requires a Master's degree or the equivalent* and three years experience in program administration and budget management; sensitivity to and understanding of diverse academic,

socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

***Equivalency to be determined by the El Camino Community College District Board Policy 4119 - Equivalence to the Minimum Qualifications.**

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.

Move from one work area to another.

Hand, wrist, finger dexterity to operate various office machines.

Multicultural diverse work environment.

Lift up to 25 lbs.

Administrator Salary Range 16

Revised and Board Approved: November 15, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF COUNSELING AND STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, plan, organize, control and direct the operations and activities of the functions and programs within the Counseling and Student Services division; provide leadership to student support activities and services across campus; evaluate the effectiveness of the division's and college's student support activities, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES:

Provide leadership to the counseling and student services functions within the division which may include, but not be limited to, counseling, articulation, Transfer Center, Career Center, EOP&S/CalWORKS,

Provide leadership to the development, evaluation and continuous improvement of necessary programs and services designed to assure student retention, persistence, and success.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

Work with the office of Institutional Research and Information Technology Systems division to design and implement a tracking and evaluation system to evaluate student progress, and provide feedback to feeder high schools and other divisions on campus.

Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Cooperate and support college administrators and faculty on a wide range of activities including those related to enrollment services, curriculum planning, pre-and co-requisite policies and procedures, student equity, retention and persistence.

Work with Academic Affairs and the Director of Marketing and Public Affairs to assure the development of a student-friendly schedule of classes and catalog.

Plan for efficient use and security of division facilities; assure compliance with health and safety regulations.

Participate in strategic planning for the college, the Student and Community and Community Advancement area, and the Counseling and Student Services division; collaborate with department managers in setting division priorities, both short-term and long-range.

Be an involved participant on the Student and Community Advancement management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California Community Colleges.

Community outreach methods, marketing strategies and principles.

Policies and regulations pertaining to assigned counseling and student services functions.

Technological advancements and their application to counseling and student services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

Oral and written communication skills.

ABILITY TO:

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.

Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines; plan and organize work effectively.

Organize multiple projects and carry out required project details throughout the years.

Evaluate division programs and functions and make recommendations for continuous quality improvement.

Develop grant or special project applications.

DEAN OF COUNSELING AND STUDENT SERVICES (Continued)

Page 3

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

Communicate effectively in writing and orally, develop written reports, and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Requires a Master's degree in counseling, psychology, educational or career counseling, or related discipline; three years experience in counseling students in educational and career planning; and at least one year of experience in program administration or coordination.

Must have Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy pertaining to "Equivalence to the Minimum Qualifications".

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Lift up to 25 lbs.

Administrator Salary Schedule Range 16

Revised and Board Approved: November 15, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF ENROLLMENT SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, plan, organize control and direct the operations and activities of the functions and programs within the Enrollment Services Division; provide leadership to enrollment management activities across campus; evaluate the effectiveness of the division's and the college's enrollment management activities, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES:

The duties of the Dean of Enrollment Services may include, but not be limited to, the following:

Provide leadership to the enrollment services functions within the division which may include, but not be limited to, , financial aid, matriculation services including assessment and orientation, school relations and Title V – First Year Experience/Supplemental Instruction.

Provide leadership to the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.

Participate in outreach activities and maintain effective communication with feeder school districts, community based organizations and public agencies; develop and participate in college-community partnerships; make public presentations on behalf of the college.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

Develop a comprehensive matriculation plan that includes required components of assessment, orientation, documented education plans, student follow-up, research and training in compliance with state rules and regulations.

Coordinate the implementation and monitoring of the matriculation plan including the budget, the annual report to the Chancellor's office and to the president, research and validation studies.

Design a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment; provide feedback to feeder high schools and to other divisions on campus.

Maintain knowledge of new developments and innovative enrollment management practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Serve as the resident expert for attendance accounting and education code compliance issues.

Communicate and work closely with other divisions in implementing collaborative programs designed to meet student needs; facilitate internal partnerships between and among other student support services, Community Advancement, Academic Affairs and Administrative Services.

Provide leadership in the use of technology to assure the effectiveness and efficiency of enrollment services operations.

Regularly analyze division staffing needs and make recommendations to the Vice President of Student and Community Advancement; hire, supervise and evaluate assigned staff and provide for appropriate staff development; assure compliance with the District's personnel policies, procedures and practices.

Plan for efficient and appropriate use and security of division facilities; assure compliance with health and safety regulations.

Participate in strategic planning for the college, the Student and Community Advancement Area, and the Enrollment Services Division; collaborate with department managers in setting division priorities, both short-term and long-range.

Set priorities for resource needs; identify resources for development through grants and alternative sources when appropriate; provide leadership to the development and monitoring of the division's budget; manage financial resources consistent with District policy and sound financial management principles.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college, division and departments.

Be an involved participant on the Student and Community Advancement management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Recommend and participate in the development of policy as necessary for the District to properly implement effective enrollment services and student support programs.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Community outreach methods, marketing strategies and principles.

Policies and regulations pertaining to assigned enrollment services functions.

Technological advancements and their application to enrollment services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

Oral and written communication skills.

ABILITY TO:

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.

Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines; plan and organize work effectively.

Organize multiple projects and carry out required project details throughout the years.

Evaluate division programs and functions and make recommendations for continuous quality improvement.

Develop grant or special project applications.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

Communicate well in writing and orally, develop written reports, and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Master's degree or equivalent*, three years experience in program administration or coordination, and experience with budget management.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Lift up to 25 lbs.

Administrator Salary Schedule Range 16

Revised and Board Approved November 15, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF STUDENT DEVELOPMENT

BASIC FUNCTION:

Under the general direction of the Dean of Enrollment Services, plan, organize and direct a program of student activities which complements the academic program of the College and contributes to positive student growth and development.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and supervise the student activities program.

Set program goals and objectives.

Serve as advisor to student government, Inter-Club Council, campus clubs and organizations, activities committees, and other student groups and organizations.

Act as financial advisor to the Associated Students Organization and assist with the preparation and management of the Associated Students Organization budget.

Develop methods to encourage student participation in student activities programs.

Prepare student handbooks, guides and brochures.

Responsible for supervision of the student lounge and recreational areas.

Implement District regulations and policies related to students and student groups.

Coordinate the student disciplinary process.

Serve on college committees.

Work effectively with advisory groups.

Guide and supervise assigned personnel.

Coordinate photo identification process.

Coordinate commencement exercises.

Perform other duties as assigned.

November 15, 2004

Human Resources – Administrative Services - 32

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The principles of organization, administration, management and budgeting
The principles of leadership and development
Mediation and conciliation techniques
Student services or related field

ABILITY TO:

Plan, organize and direct student activities and services
Communicate with others effectively
Work closely with staff, faculty and administration

EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree (Master's degree desirable) and three years experience in the area of student affairs/activities at an institution of higher education or related experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license
Hold or qualify for a Supervisor Credential

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.
Move from one work area to another.
Hand, wrist, finger dexterity to operate various office machines.
Work with a multicultural, diverse environment.
Lift up to 25 pounds.

Administrator Salary Range 11
Reclassified and Board Approved: November 15, 2004

November 15, 2004

Human Resources – Administrative Services – 34

November 15, 2004

Human Resources – Administrative Services – 35

November 15, 2004

Human Resources – Administrative Services - 36

November 15, 2004

Human Resources – Administrative Services - 37

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

- | | |
|---------------------------------------|--------|
| A. Board of Trustees' Self-Evaluation | Page 1 |
| B. Absence of Board Members | Page 4 |
| C. Institutional Membership Dues | Page 4 |

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

A. 2003-2004 Board of Trustee Goals and Evaluation

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Community College League of California provides the evaluation instrument. The Board of Trustees remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming year.

- I. New Trustee Orientation
 - A. Consider assigning or referring a mentor.
 - B. Help new Trustee strengthen links to external community.
 - C. Encourage new Trustee to seek Trustee educational opportunities.
 - D. Encourage CEO availability to new Trustee.

- II. Effect implementation of the November 5, 2002 Measure E successful bond election.
 - A. Update College Facilities Master Plan.
 - B. Implement construction program.
 - C. Monitor and approve construction program.

- III. Participate in community activities and events and bring observations to the Board for policy issues.
 - A. Attend events in the community.
 - B. Speak to community groups.
 - C. Make Board presentations.
 - D. Bring copies of community events and activities to other Board members.

- IV. Participate in the operation of the College at Board Meetings.
 - A. Speak freely and openly on policy issues.
 - B. Solicit opinions of fellow Board members.
 - C. Present ideas during discussion section of Board Meetings.

- V. Continue a Trustee education program.
 - A. Attend a conference on Trustee responsibilities.
 - B. Submit materials from various sources to fellow Trustees.
 - C. Read Trustee education materials send by various organizations.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2003-2004**

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Priorities and Planning	NJ, LH	BM, BH	MC, BB		
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.	BM	NJ, MC, LH, BB	BH		
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	BM	NJ, LH, BH, BB	MC		
Board and Chief Executive Officer Relations	BM, LH	NJ, MC	BH, BB		
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.	LH	NJ, BM, MC, BH, BB			
3. Trustees keep the CEO well informed of contacts with the community.	LH	MC, BH, BB			NJ, BM
4. Trustees keep the CEO well informed of contacts with college employees.	LH	MC, BH			NJ, BM, BB
Board and College Relations	BM, LH	NJ, BH, BB	MC		
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.	BM, LH	BH, BB	MC		NJ
3. Trustees are knowledgeable about the mission of the college.	BM, LH	NJ, MC, BB	BH		
4. The Board is sensitive to the concerns of students.	LH, BH, BB	NJ, BM	MC		
5. The Board is sensitive to the concerns of employees.	LH, BH, BB	NJ, BM	MC		
6. The Board supports the college by attending various events.	LH, BH	NJ, BB			BM, MC
Board and Community Relations		MC, BB, LH, BH	NJ		BM
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.	MC, LH	BH, NJ, BM, BB			
3. Trustees use their community ties to promote a positive image of the college	LH	NJ, MC, BH, BB			BM
Board Agendas	LH	NJ, BM, BH	MC, BB		
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.	BM, LH	NJ, MC, BH, BB			
3. The Board Agendas are organized logically which facilitates efficient use of time.	BM, BB, MC, LH	NJ, BH			

	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.	BM, LH	NJ, MC, BH, BB			
2. The roles of the Board officers are conscientiously implemented.	BM, LH	NJ, BH			MC BB
3. All public meetings of the Board are conducted in compliance with the Brown Act.	BM,MC LH,BH BB	NJ			
Board Decision-Making Processes					
1. Trustees demonstrate respect for the opinions of others at Board meetings.	BM,MC LH, BB	NJ, BH			
2. Board meetings are structured to assure that all relevant information is considered before making a decision.	BM,LH, BB	NJ, MC, BH			
3. Board members are provided with adequate information needed to fully understand the issues.	BM, LH	NJ,MC, BH, BB			
Trustee Development and Education					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.	NJ	BM, MC, LH, BB			BH
2. Board members have a thorough understanding of the district's mission and goals.	LH	NJ,BM, MC,BH BB			
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.	BM,LH	MC, BB	NJ	BH	
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	BM, LH	MC, BH, BB	NJ		
5. Information about important issues is readily shared among Board members.	BM, LH	NJ, MC, BH, BB			
Board Goals					
1. The Board prepares an annual set of written goals and objectives.	LH	NJ,BM, BH, BB			MC
2. The annual objectives of the Board are measurable		LH BH			MC BM NJ, BB
3. The Board has a set of clearly defined performance standards.		LH, BH	BB	MC	NJ, BM
4. The Board's goals and objectives are clearly communicated to the college community.		LH, BB	MC, BH		NJ, BM
Board Evaluation					
1. The Board systematically identifies and reports its accomplishments.		LH, BH	NJ		BM MC BB
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.	BM, LH	NJ, BH	MC		BB
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.	LH	NJ, BH	MC		BM BB

B. Absence of Board Members

It is recommended that the Board excuse Trustee Haag from the October 18, 2004 Board Meeting with no loss of salary, due to illness; and excuse Trustee Hummel, with no loss of salary, due to a scheduling hardship.

C. American Association of Community Colleges

It is recommended that the Board approve membership in the American Association of Community Colleges for the period of January 1, 2005 through December 31, 2005.