

Agenda, Monday, November 18, 2002
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 7, 2002**
- III. Recognition – William Johnson**
- IV. Public Hearing (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1 - 11
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1- 6
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 16
See Human Resources Agenda, Pages 1 – 11
- VI. Informational Item**
 - A. Public Comment
 - B. Facilities Bond Information
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
 - A. Board of Trustees Report
 - B. President’s Report
 - C. Academic Senate Report
- IX. Closed Session**
 - A. Existing Litigation, Brown Act Section 54946.9
 - 1. Case YC 015615
 - B. Labor Relations, Brown Act 54957.8
 - 1. El Camino Community College District and the El Camino Police Officers Association
 - C. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 3 Cases

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

Page No.

- A. International Education/Study Abroad Program—Spring 2003 1
- B. Proposed Curriculum Changes – Effective 2003/2004 Academic Year 1

A. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM—SPRING 2003

It is recommended that the Board approve the following International Education/Study Abroad program and on-site director for Spring 2003:

1. Spring 2003 Session in Salamanca and Seville, Spain: Professor Peter Marcoux – On-Site Program Director. His duties as on-site director will include but not be limited to teaching two courses: English 1B (Literature and Composition), English 25A (Creative Writing: Introduction to the Craft of Fiction), counseling and advising students, and administering the program in Salamanca and Seville, Spain.

B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2003-2004 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2003-2004 academic year, listed below:

BUSINESS DIVISION

INACTIVATE COURSE

1. Computer Information Systems 22 - Advanced Operating Systems for Microcomputers

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

Current Status/Proposed Change

1. Computer Information Systems 47 - ~~Novell Netware~~ Microsoft Windows Advanced Administration

This course is a continuation and expansion of the ~~Novell Netware~~ Microsoft Windows System's ~~Administrator course~~ Administration Course. It is designed to help the student build higher level levels of network management skills, and provide the student with the strategies needed for to monitoring and maintaining a ~~Novell Netware~~ Microsoft Windows network. Topics include management strategies, network performance management, advanced printing, remote management, protocol support, installation/configuration, and maintenance. This course is equivalent to the ~~Novell Netware Advanced Administrator's course~~ Microsoft Windows MCSE Infrastructure course.

NEW COURSE

1. Law 20 – Paralegal Seminar
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Prerequisite: Law 17 with a minimum grade of C or concurrent enrollment
Credit, degree applicable; Transfer CSU

This course focuses on ethics, advanced paralegal communication skills, law office management, problem solving, and analysis skills. It also includes a component on employment, networking and job search. This course is designed to be taken at the end of the paralegal student's course of study.

CHANGE IN DEGREE

Current Status/Proposed Change

1. ~~Legal Assistant~~ Paralegal Studies

Entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

Paralegal Major Requirements: Legal Assistant 1; Law 4 or ~~both~~ Law 5 ~~and~~ 6; 11, 16, 17, 19, 20; four courses from the following: Law 6, 12, 13, 14, 15, 18; 3 or 4 units from 95abcd, Real Estate 12A

Total units: ~~32-33~~ 31-32

In-Residence Requirements: A total of 15 units of Legal Specialty courses including Law 11, 17, 20, and ~~nine~~ ~~six~~ additional units selected from Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the degree.

The American Bar Association has specific course requirements for 18 units of general education. All students in this program must consult a counselor for courses that satisfy the 18 units of general education.

CHANGES IN CERTIFICATES OF COMPETENCE

1. Computer Information Systems - Microcomputer Applications Option

A minimum of 12 Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required ~~30-31~~ 31-32 units.

Computer Information Systems 13, 16, 18, 19, 26, 27, 28, 29; two courses from the following: Business 1A, 55, Computer Information Systems 17, ~~22, 30,~~ 80, 83, 133

Total Units: ~~30-31~~ 30-32

Current Status/Proposed Change

2. ~~Legal Assistant~~ Paralegal Studies

A certificate will be awarded to those possessing an Associate, Bachelor or higher degree or who will be completing a degree concurrently with the certificate requirements.

Students may earn this certificate by completing the courses with a B average or better.

Prerequisite: entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

The American Bar Association has specific course requirements for 18 units of general education. All students in this program must consult a counselor for courses that satisfy the 18 units of general education.

Paralegal Certificate Requirements: Legal Assistant 1; Law 4 or both Law 5 and 6; 11, 16, 17, 19, 20; four courses from the following: Law 6, 12, 13, 14, 15, 18; 3 or 4 units from 95abcd, Real Estate 12A

Total Units: ~~32-33~~ 31-32

In-Residence Requirements: A total of 15 units of Legal Specialty courses including Law 11, 17, 20, and nine six additional units selected from Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the certificate.

FINE ARTS DIVISION

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

1. Art 5B – History of Asian Art – China, Korea, and Japan

Current Status/Proposed Change

This course, the second in a series of two on the history of Asian art, ~~Survey surveys of the arts of ancient China, Japan, and Korea their influence on the historical development of Korean and Japanese art forms throughout~~ from the Neolithic period through the 19th century. ~~Asian cultures and philosophies and their relation to the developing art forms. in relation to cultural, political, religious, and philosophical contexts. It traces the transmission of cultural ideas and art forms from one civilization to another and considers the effect of Western art's historical methodologies on the study and appreciation of Asian art and culture.~~

2. Art 6 – Cross-Cultural Art

Current Status/Proposed Change

This course ~~is an exploration of art forms and artistic motivations of varying~~ covers the effects of cultural and ethnic groups. ~~Included in the course are studies of modern and contemporary ethnic artists examining the cultural roots in such geographic areas as Africa, Japan, China, Mexico, Central and South America, Israel, and the Middle East, as well as the Native American tradition.~~ diffusion, cultural pluralism, and globalization on Western civilization as found in modern and contemporary art and popular culture. Topics include Orientalism, Japonisme, and Primitivism as well as postmodern multiculturalism. Attendance is required at selected ~~performances or speaker~~ events presented by the El Camino College ~~South Bay~~ Center for the Arts and/or art exhibitions presented in the El Camino College Art Gallery.

3. Art 6L – Cross-Cultural Art Performance/Speaker Attendance Laboratory

~~This course includes attendance at selected~~ Students will attend performances, lectures, or ~~speaker~~ events related to Art 6 offered by the ~~South Bay~~ El Camino College Center for the Arts and/or art exhibitions presented in the El Camino College Art Gallery .

4. Music 62Labcd – Percussion Ensembles Performance Laboratory

Current Status/Proposed Change

Students will attend the Laboratory laboratory for additional hours as required in Music 62abcd relating to elements of performance including, but not limited to, additional rehearsal time, participation in public performance, and observation of performance through concert attendance at selected musical events at El Camino College offered by the El Camino College Center for the Arts.

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

Current Status/Proposed Change

1. Music 60abcd – ~~Woodwinds~~ **Woodwind** Ensembles

Grading Method: Letter grade ~~only~~ or credit/no credit option

Corequisite: Music 60Labcd

Recommended Preparation: ~~ability to perform music of moderate difficulty on standard band/orchestra woodwind instrument~~ None

Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard woodwind instrument)

~~Rehearsal and public performance of woodwind ensemble literature including~~ These ensembles rehearse and perform literature written for combinations of woodwinds in choirs of like instruments (all flutes, or clarinets, or saxophones) and mixed instruments. The ensembles include ~~duets, trios, quartets, quintets and larger works~~ ensembles, and may be combined with non-woodwind instruments to complete the instrumentation appropriate to the selected literature. Performances are held on campus and in the community.

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

Current Status/Proposed Change

1. Music 60Labcd – ~~Woodwinds~~ **Woodwind** Ensembles Performance Laboratory

Students will attend the Laboratory laboratory for additional hours as required in Music 60abcd relating to elements of performance including, but not limited to, additional rehearsal time, participation in public performance, and observation of performance through concert attendance at selected musical events at El Camino College offered by the El Camino College Center for the Arts.

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

1. Music 62abcd – Percussion Ensembles

Current Status/Proposed Change

Grading Method: Letter grade ~~only~~ or credit/no credit option

Corequisite: Music 62Labcd

Recommended Preparation: ~~previous band or ensemble experience or ability to perform music of moderate difficulty on standard band/orchestra percussion instruments~~

~~Rehearsal and public performance of percussion ensemble literature, including~~ These ensembles rehearse and perform literature written for combinations of melody and/or rhythm percussion instruments. The ensembles include ~~duets, trios, quartets, quintets and larger works~~ ensembles, and may be combined with wind or string instruments to complete the instrumentation appropriate to the selected literature. Performances are held on campus and in the community.

HUMANTIES DIVISION

INACTIVATE COURSES

1. English SR – Speed Reading
2. English 40 – Great American Writers
3. English 41 – Introduction to Film History
4. Spanish 52 – Spanish for Native Speakers

CHANGE IN CSU TRANSFERABILITY

1. English 2R – Developmental Reading and Writing

Current Status/Proposed Change

~~Transfer some~~ No Transfer CSU

CHANGES IN DISCIPLINE, CSU TRANSFERABILITY, GENERAL EDUCATION REQUIREMENT

1. English 7 – Speed and Power Reading

Current Status/Proposed Change

Discipline: English/Reading

~~Transfer~~ No Transfer CSU

~~Associate in Arts Degree—Section A.4.B. Communication and Analytical Thinking~~

~~Associate in Science Degree—Section A.4.B. Communication and Analytical Thinking~~

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

Current Status/Proposed Change

1. English 28 – **Images of Women in Literature**

~~*An examination and analysis of women's roles in the family, in other personal relationships, in society, and in isolation as reflected in literature by and about women. Readings from authors such as Edith Wharton, Virginia Woolf, Ernest Hemingway, Kate Chopin, Charlotte and Emily Bronte, Eudora Welty, Katherine Ann Porter, Joyce Carol Oates, D.H. Lawrence, and Jane Austen.*~~

This course examines images of women in a variety of literary forms, including poetry, short stories, novels, plays, folklore, fairytales, and nonfiction prose. Students become familiar with female archetypes, women's roles, and women's themes as presented by both male and female writers, examining traditional and re-visionist approaches.

NEW COURSES

1. English 18 – Survey of Women Writers: Middle Ages to the Present

Units: 3 Lecture: 3 hours Faculty Load: 20.00%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Transfer CSU

The course examines the literary contributions of women writers from the Middle Ages to the present. Students will study works of women's literature in traditional and nontraditional genres, as well as examine the aesthetic, political, historical, cultural, and social contexts of the lives and works of women writers.

2. English 47 – California Literature

Units: 3 Lecture: 3 hours Faculty Load: 20.00%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Transfer CSU

This course introduces students to literature written about California, and includes historical and cultural backgrounds, regional and ethnic experiences, and unifying themes and motifs. Various literary genres are studied.

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSE

1. Air Conditioning and Refrigeration 26 – Commercial and Industrial Air Conditioning

INACTIVATE CERTIFICATES OF COMPETENCE

1. Air Conditioning and Refrigeration

3. Manufacturing Technology

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

1. Air Conditioning and Refrigeration 6 – Refrigeration and Air Conditioning Control Systems

Current Status/Proposed Change

Units: ~~3~~ 4 Lecture: 3 hours Lab: 3 hours Faculty Load: ~~20.00~~ 35.00%

Prerequisite: ~~ACR-1 or~~ Air Conditioning and Refrigeration 21 or 22 with a minimum grade of C in prerequisite or equivalent

This course ~~is a study of~~ explores control system theory, ~~control hardware,~~ electrical components, and complex control systems with emphasis on supervisory control systems which employ direct digital, proportional, and integral control modes. Theoretical problems and practical lab experience needed to diagnose electrical problems and safety to make the necessary repairs are emphasized. The course provides a foundation in the skills required to analyze and service basic circuits as well as complex analog control circuitry.

NEW COURSE

1. Administration of Justice 136 – Ethics in the Justice System

Units: 3 Lecture: 3 hours Faculty Load: 20.00%

Recommended Preparation: Administration of Justice 100

Credit, degree applicable; Transfer CSU

This course explores the development of personal and social values, the social role law enforcement faces, and the way the criminal justice system responds to such issues.

Topics include individual and organizational value systems, group dynamics, integrity and character in leadership and law enforcement, the dynamics of power versus authority, the impact of ethical choices in the law enforcement environment, and the subsequent effect within the justice system.

CHANGES IN DEGREES

1. Administration of Justice

Current Status/Proposed Change

At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

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

2. Air Conditioning and Refrigeration

Current Status/Proposed Change

At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

Air Conditioning and Refrigeration 5, 6, 21, 22, 23, 25, ~~26~~, 27, 30, 32; Electronics and Computer Hardware Technology 11

Total Units: ~~38~~ 35

Recommended electives: Air Conditioning and Refrigeration 8, 9, 95abcd; Computer Information Systems 13; Construction Technology 100; Environmental Technology 100; Technical Mathematics 1; Welding 12ab

3. Construction Technology – Cabinet and Fine Woodworking Option

Current Status/Proposed Change

At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

Complete the following: Construction Technology ~~100, 110~~, 7abcd*, 108abcd*, 109abcd* (*four semesters); one course from the following: Architecture 150A, Business 17, Computer Aided Design/Drafting 5, Computer Information Systems 13, Construction Technology 95abcd (2-4 units), 100, 110, Machine Tool Technology 13A, Technical Mathematics 1

Total Units: ~~24~~-26

4. Manufacturing Technology

Machine Tool Technology 13A; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics ~~24~~ and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting ~~15, 20, 25abcd, 26abcd, 27abcd*, 28abcd*, 30, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49~~; Electronics and Computer Hardware Technology ~~1A, 1B, 1D, 1E, 21, 22, 102, 103, 104, 105, 110, 112, 120, 122, 124, 130, 131, 132, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194, 204, 214, 235, 238, 260, 314, 325~~; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10G, 10J, 10K, 13B, 13C, 13D, 13E, 13F; Manufacturing Technology 1, 2, 3; Quality Assurance 1, ~~2~~, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab, (*one semester of); Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd

Total Units: 37

CHANGE IN CERTIFICATE OF COMPETENCE

1. Construction Technology

A Certificate of Competence will be granted upon completion of the required courses in one of the following options, Construction Technology or Cabinet and Fine Woodworking, with a grade average of B or better ~~and the General Requirements with a~~

~~grade average of C.~~ Students completing the Construction Technology option also must complete the General Requirements with a grade average of C.

At least 50% of the courses for the Certificate of Competence must be completed at El Camino College.

Construction Technology Option:

Complete the following: Construction Technology 100, 110, 7abcd (one semester of); complete a minimum of 24 units from the following: Construction Technology 105, 121, 122, 131, 132, 141, 142, 150, 160, 172, 180, 95abcd (2-4 units), Architecture 180
General Requirements: English A or qualifying score for English 1A on English Placement Test, Technical Mathematics 1

Total Units: 37-40

Cabinet and Fine Woodworking Option:

Complete the following: Construction Technology ~~100, 110,~~ 7abcd*, 108abcd*, 109abcd* (*four semesters)

~~General Requirements: English A or qualifying score for English 1A on English Placement Test, Technical Mathematics 1~~

Complete one course from the following: Architecture 150A, Business 17, Computer Aided Design/Drafting 5, Computer Information Systems 13, Construction Technology 95abcd (2-4 units), 100, 110, Machine Tool Technology 13A, Technical Mathematics 1

Total Units: ~~27-30~~ 24-26

CHANGES IN CERTIFICATES OF COMPLETION

1. Administration of Justice

A Certificate of Completion will be granted to the students completing the ~~requirements~~ courses in one of the following options, Administration of Justice or Security Officer, 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

2. Air Conditioning and Refrigeration

A Certificate of Completion will be granted to the student completing the ~~requirements of the Certificate of Competence~~ following courses with a grade average of C. At least 50% of the ~~requirements~~ courses required for the Certificate of Completion must be completed at El Camino College.

Air Conditioning and Refrigeration 5, 6, 8, 9, 21, 22, 23, 25, ~~26~~, 27, 30, 32; Electronics and Computer Hardware 11; Technical Mathematics 1
Total Units: ~~47~~ 44

3. Construction Technology – Cabinet and Fine Woodworking Option:
Complete the following: Construction Technology ~~100, 110~~, 7abcd*, 108abcd*, 109abcd* (*four semesters); complete one course from the following: Architecture 150A, Business 17, Computer Aided Design/Drafting 5, Computer Information Systems 13, Construction Technology 95abcd, (2-4 units) 100, 110, Machine Tool Technology 13A, Supervision 52A, Technical Mathematics 1
Total Units: ~~24~~-26

4. Manufacturing Technology

A Certificate of Completion will be granted upon completion of the required courses with a grade average of C or better. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Required Courses:

Machine Tool Technology 13A; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics ~~21~~ and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting ~~15, 20, 25abcd, 26abcd*~~, 27abcd*, 28abcd*, ~~30~~, 31abcd*, 32abcd* 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology ~~1A, 1B, 1D, 1E, 21, 22, 102, 103, 104, 105, 110, 112, 120, 122, 124, 130, 131, 132, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194, 204, 214, 235, 238, 260, 314, 325~~; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10G, 10J, 10K, 13B, 13C, 13D, 13E, 13F; Manufacturing Technology 1, 2, 3; Quality Assurance 1, ~~2~~, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab (*one semester of); Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd
Total Units: 37

NEW DEGREE

1. Culinary Arts – Associate in Science

At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

Culinary Arts 1, 3, 5A, 5B, 10A, 10B, 15A, 15B, 25, 30, 35

Total Units: 26

NEW CERTIFICATE OF COMPETENCE

1. Culinary Arts

A Certificate of Competence will be granted upon completion of the following courses with a grade of B or better.

At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Culinary Arts 1, 3, 5A, 5B, 10A, 10B, 15A, 15B, 25, 30, 35

Total Units: 26

NEW CERTIFICATE OF COMPLETION

1. Culinary Arts

A Certificate of Completion will be granted to the student completing the requirements of the Certificate of Competence 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.

Culinary Arts 1, 3, 5A, 5B, 10A, 10B, 15A, 15B, 25, 30, 35

Total Units: 26

CATALOG PROGRAM DESCRIPTION

1. Culinary Arts

The Culinary Arts program prepares students for employment in the food service industry and provides opportunities for currently employed personnel to upgrade skills. Upon completing the degree and/or certificate requirements, the student will gain proficiency in sanitation and safety, quantity food preparation, baking techniques, catering, food preparation, management, and supervision. Competencies will be assessed regularly in accordance with the American Culinary Federation Educational Institute (ACFEI) certification requirements and by student performance in the classroom and laboratory.

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

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A. STUDENT FIELD TRIP

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

November 15, 2002 – Destyn LaPorte – Olvera Street/Chinatown, Los Angeles, California. Estimated students 25. Depart 11am, return 4pm. Transportation by bus.

B. COMMUNITY EDUCATION PROGRAM FOR FALL 2002

It is recommended that the Board approve the following substitute instructor for the Community Education Program for Fall 2002 as shown below. It is further recommended that payment to the instructor for the class be based on specifications in the contract.

<u>Course Name</u>	<u>Instructor</u>
Build a Website Using FrontPage	Anthony, Beverly J & B Financial Consulting

(All other information remains the same.)

C. MUSIC ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES CONFERENCE

It is recommended that the Board approve attendance for the following students at the Music Association of California Community Colleges (MACCC) Conference, November 13-17, 2002, San Diego, California. Conference expenses will be shared by the student and also from the Auxiliary Services Account. Expenses from Auxiliary Services not to exceed \$3,300. Advisers: Dr. Joanna Nacheff, Director, Kenner Bailey and Marcia Armstrong, staff.

Emily Callahan, T. Jones, Leah Anderson, Clare Jacobs, Susan Leilua, Trameka Richardson, Crystal Sepulveda, Valerie Steele, DeForest Kirkwood, Roberto Murillo Jason Park, Edwin Rohwellar, Jun Aglipay, Kimihiko Asano, Gerald Ong, Travis Parker, Rodney Rose, Joseph Ward, Charles Welker

D. FALL SOUTHERN REGIONAL CONFERENCE FOR ALPHA GAMMA SIGMA

It is recommended that the Board approve the following students to attend the Fall Southern Regional Conference for Alpha Gamma Sigma, October 26, 2002, Riverside, California. Conference expenses will be shared by the student and also from the Alpha Gamma Sigma Club Account. Expenses in the amount of \$110 to be paid from the Club account. Adviser: Jeannine Barba.

Mandana Basetvat, Ryan McBlaine, Carlo Chupina, Mona Hassani, Eliana Horeczko, Angelo Lillo, Megan Newhouse, Jorge Palacios, Mike Sayers, Kelie Wu, Diana Zahir

E. GRANT - INFORMATION

It is recommended that the Board approve applying for the following Grant:

Department of Education – New Business and International Education (BIE) Program: Export Enabler Program. El Camino College proposes a two-year Export Enabler Program to increase U.S. exports by firms not now exporting. Roughly 85% of U.S. manufactures do not yet export. Often dismissed as “not export ready,” they represent an enormous untapped potential. The 7-step Export Enabler Program will proactively identify, recruit, train and develop potential exporters. This client-specific program will offer a customized regimen to enable each participant to achieve new, increased and self-sustaining export sales, by: 1) Increasing structural capacity and readiness to export (needs assessment, readiness training); 2) Developing new or additional export markets (market identification, assessment and entry planning); 3) Establishing sales/distribution networks in target markets (promotion and sales support).

Amount of Grant Funding from Granting Agency	\$172,762
Amount of College Match (In-kind)	<u>\$230,600</u>
Total Amount of Grant	\$403,362
Indirect Rate (\$12,797.12) (8%)	
Performance Period: July 1, 2003 through June 30, 2005	

F. GRANTS - ACCEPTANCE

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

1. Chancellor’s Office – Renewal/Economic Development (201-030) – International Trade Development. During Fiscal Year 2002-03, the International Trade Development will address the following objectives: 1) Provide in-depth, specialized services that support the strengths described in the purpose statement; 2) Serve targeted clients, which include businesses that have a potential for positive impact on local economic development, including traditionally under served groups or areas; 3) Track international trade sales/revenues generated by Center for International Trade Development (CITD) clients; 4) Set up a tracking system; 5) Assist in developing statewide products for distribution and regional industry/organizational advisory committee(s); 6) Provide outreach to the colleges/districts; and 7) Provide outreach to areas of economic distress.

Amount of Grant Funding from Granting Agency	\$294,875
Amount of College Match (In Kind)	<u>\$178,875</u>
Total Amount of Grant	\$473,750
Indirect Rate (\$6,879.80) (4%)	
Performance Period: July 1, 2002 through June 30, 2003	

2. Chancellor's Office – Renewal /Economic Development (201-031) – Small Business Development Center. During Fiscal Year 2002-03, the Small Business Development Center will address the following objectives: 1) Create and retain jobs through business management and technical assistance; 2) Create investment in companies to stimulate economic development; 3) Increase business sales that have economic impact on the region; 4) Increase regional economic development by facilitating regional economic development collaborative; 5) Reach and serve disadvantaged business owners and managers; 6) Leverage the investment of the Chancellor of the California Community Colleges through active recruitment of program investors and partners.

Amount of Grant Funding from Granting Agency	\$140,550
Amount of College Match (In-kind)	<u>\$140,968</u>
Total Amount of Grant	\$281,518
Indirect Rate	(\$5,405.76) (4%)
Performance Period: July 1, 2002 through June 30, 2003	

3. Chancellor's Office – Renewal/Economic Development (201-027) – Workplace Learning Resource Centers. During Fiscal Year 2002-03, the Workplace Learning Resource Center will address the following objectives: 1) Provide a minimum of 400 hours of customized instruction and services using contract education/performance based training models in the areas of workplace learning for basic intermediate skills; 2) Implement innovative solutions including distance learning and computer based training programs designed to serve small and medium sized businesses; 3) Implement continuous quality control processes for all workplace learning and economic development activities; 4) Provide outreach to colleges/districts that are eligible for Program Capacity grants, and have received two or fewer Economic Development program grants in the last four fiscal years; and 5) Provide outreach to areas of economic distress in current service areas.

Amount of Grant Funding from Granting Agency	\$178,875
Amount of College Match (In-kind)	<u>\$178,875</u>
Total Amount of Grant	\$357,750
Indirect Rate	(\$6,879.80) \$4%)
Performance Period: July 1, 2002 through June 30, 2003	

4. Chancellor's Office – Renewal/Economic Development (201-028) – Centers for Applied Competitive Technologies (CACT). During Fiscal Year 2002-03, The Centers for Applied Competitive Technologies (CACT), will address the following objectives: 1) Assist the college to promote/develop courses, workshops or other training in business and management programs in support of manufacturing focused on supervision production and inventory methods and procedures, continuous improvement methodologies, group problem solving, scans competencies and related areas of instruction; 2) Establish a regional demonstration site, sponsoring technology demonstrations and/or faculty training seminars which showcase state-of-the-art manufacturing processes and techniques, with a goal to conduct four (4) per annum; 3) Provide one-on-one counseling, seminars, workshops and demonstrations that contribute to the achievement of success of existing small and mid-sized manufacturers; and 4) Provide outreach to the colleges/districts and areas in economic distress.

Amount of Grant Funding from Granting Agency	\$178,875
Amount of College Match (In-kind)	<u>\$179,000</u>
Total Amount of Grant	\$357,875
Indirect Rate	(\$6,879.80) (4%)
Performance Period: July 1, 2002 through June 30, 2003	

5. Chancellor's Office –Renewal/Center for Applied Competitive Technologies (CACT) Partnership (201-029). El Camino College will continue the development and enhancement of partnerships between the CACT's initiative of Economic Development Program and other manufacturing technology service providers in California and the nation.

Amount of Grant Funding from Granting Agency	\$159,475
Amount of College Match (In-Kind)	<u>\$159,475</u>
Total Amount of Grant	\$318,950
Indirect Rate	(\$6,133.64) (4%)
Performance Period: July 1, 2002 through June 30, 2003	

6. Chancellor’s Office – Renewal /Math, Engineering, Science Achievement (MESA). The El Camino College MESA Program has grown to serve over 200 students. Transferring 60 students to Universities of California and California State Universities and placing many students in summer internship positions at University of California at Irvine, Loyola Marymount University, University of California at Los Angeles, and California State University at Los Angeles. The program has offered Academic Excellence Workshops in conjunction with 12 math and science courses. During the July 1, 2002 through June 30, 2003 grant period, we anticipate accomplishing the following objectives: 1) Conduct Academic Excellence Workshops in conjunction with at least five courses; 2) Increase attendance and regular participating within AEW; 3) Implement priority registration for MESA students; 4) Provide ten students with the opportunity to attend the Southern California Leadership Retreat; 5) Publish an Internship Handbook; and 6) Place at least 15 students in internships annually.

Amount of Grant Funding from Granting Agency	\$81,500
Amount of College Match (In-kind)	<u>\$98,908</u>
Total Amount of Grant	\$180,408
Indirect Rate (\$3,134.60) (4%)	
Performance Period: July 1, 2002 through June 30, 2003	

7. Chancellor’s Office – Industry-Driven Regional Collaborative (IDRC). The Proposed IDRC project will establish the flow of trained technicians and engineers by building both the short-term and the long-term solutions the aerospace industry needs in order to narrow the gap that exists between the number of manufacturing engineers and/or technicians available and the number that will be needed. By partnering directly with Boeing, Northrop Grumman and others, this IDRC project will involve our industry partners in identifying the specific skills sets that will be needed by their manufacturing engineering technicians. The result will be the creation of an industry-wide “Manufacturing Engineering Technician Certification Program.”

Amount of Grant Funding from Granting Agency	\$253,604
Amount of College Match (In-kind)	<u>\$253,827</u>
Total Amount of Grant	\$507,431
Indirect Rate (\$9,754) (4%)	
Performance Period: July 1, 2002 through June 30, 2003	

8. Department of Education – Child Care Access Means Parents in School Program. Funding received for this project in the amount of \$212,833 for four years will be used to provide subsidized child care services to low-income student parents. Additional seven to ten subsidized slots will be available per year, based on the center’s sliding fee scale. Some of the children will attend full-time, some part-time, based on the needs of individual student parents. The rest of the funds will cover the cost of the accreditation process with the goal of the El Camino College Child Development Center becoming nationally accredited by June 2004.

Amount of Grant Funding from Granting Agency	\$212,833
Amount of College Match (In-kind)	<u>\$200,000</u>
Total Amount of Grant	\$412,833
Performance Period: August 1, 2002 through July 31, 2006	

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

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A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

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

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

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

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

FISCAL YEAR 2002-03

Quarter Ended (Q1) September 30 , 2002

<u>General Fund</u>	<u>2002-03 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,659,187	\$ 0	0%
State	57,400,028	8,680,854	15.12%
Local	33,419,708	10,139,076	30.34%
Interfund Transfers	<u>350,000</u>	<u>0</u>	0%
Total Income	\$94,828,923	\$18,819,930	19.84%
APPROPRIATIONS			
Academic Salaries	\$41,549,407	\$ 4,976,188	11.98%
Classified Salaries	27,213,764	4,284,866	15.75%
Staff Benefits	13,111,891	3,719,176	28.36%
Supplies/Books	3,039,865	349,676	11.50%
Other Operating Expenses	10,013,996	2,274,074	22.71%
Capital Outlay	140,022	133,597	95.41%
Other Outgo	<u>720,000</u>	<u>435,630</u>	60.50%
Total Appropriations	\$95,788,945	\$16,173,207	16.88%

B. SIGNATURE AUTHORIZATION

It is recommended that the Board authorize Josephine Cheung to sign the following documents from November 19, 2002, through the Organizational Meeting in December 2002:

Revolving Cash Fund - El Camino Community College District
Computer Loan Fund – El Camino Community College District

C. BID 9899-10/CAMPUS FIRE ALARM SYSTEM REPLACEMENT- (Phase 3)

It is recommended that the following contractor be awarded an agreement for the final phase 3 of the campus fire alarm system replacement in the Art and Behavioral Science Building and the Social Science Building in accordance with specifications, terms, and conditions of the above named bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
B51211	Downey Electric, Inc. [3]	\$283,081.97*

*All unit prices in the bid proposal shall be applied to all of the cost proposal forms, without alteration. Contractor shall provide work based on these unit prices for a period of five (5) years (from 1998 until September 2003). The cost of labor and materials (based on the ENR – Engineering News Record Index) shall be set at the week that the District contractually authorizes work. The minimum order for such goods and/or services from the District to the contractor shall be \$25,000.00.

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

D. NOTICES OF JOB COMPLETION

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

<u>Project Name/Vendor</u>	<u>Cost</u>
(1) <u>El Camino Miscellaneous Construction</u> <u>Portable Trailer Installation Project</u> Bid No. 2001-09	\$520,081.55 PO #B44710
(2) <u>Portable Classroom Installation Site & Utilities</u> Bid No. 2001-14	\$234,645.45 PO #B48259
Total:	\$754,727.00

Payable to: West Star Construction
3911-1 E. La Palma Avenue
Anaheim, CA 92801

Attn. Jeff Cohen

- (3) **Purchase of Modular Classrooms** \$586,220.66
Piggyback (Columbine Elementary School PO #B43111
District, Delano Ca.)

Payable to: William Scottsman, Modular Buildings & More
9400 Galena Street
Anaheim, CA 92509

Attn. George E. Brown

E. AMENDMENT

It is recommended that the Board approve the following amendment to the previously approved contract to cover estimated costs for legal services for FY 2002/2003.

O'Melveny & Myers LLP – Provide the District with legal representation regarding labor negotiations, and related matters for the period from July 1, 2002 – June 30, 2003, cost not to exceed ~~\$50,000~~ \$98,000.

F. PURCHASE ORDERS

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

Run Date
11/1/02

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

Meeting Date : 11-18-2002

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

P.O. Number	Vendor Name	Site Name	Description	PO. Cost
P0050760	Airgas	VATEA I&T	New Equipment – Instruc.	\$12,444.85
P0050763	Refrigeration Supplies Dist	VATEA I&T	New Equipment – Instruc.	\$8,464.58
P0050823	Quark Distr. Inc.	Public Information	Supplies	\$744.89
P0050863	Mass Press	Title V CSUDH	Supplies	\$67.12
P0050866	Mass Press	I&T Div Ofc	Supplies	\$55.21
P0050877	Lippincott	Nursing	Supplies	\$170.80
P0050878	Sherry L. Jenkins	Nursing	Supplies	\$67.95
P0050894	Lakeshore Learning Materials	Title V CSUDH	Supplies	\$99.28
P0050895	Delphin Computer Supply	Title V CSUDH	Supplies	\$539.08
P0050896	Mass Press	Family Consumer Stud	Supplies	\$33.56
P0050907	Mass Press	Counseling Office	Supplies	\$100.68
P0050908	Delphin Computer Supply	Nursing	Supplies	\$93.31
P0050932	Kato's Sewing Machine Co	Ctr for Arts Product	Supplies	\$1,451.84
P0050933	Sunrise Business Products, Inc	Ctr for Arts Product	Supplies	\$257.27
P0050937	Creative Costuming & Design	Radiologic Tech Dona	Supplies	\$487.12
P0050939	Best Buys	Ctr for Arts Adm Pub	Supplies	\$622.11
P0050953	NCAA Publishing	Physical Education	Supplies	\$284.25
P0050958	Joseph Smith & Assoc.	Student ID Card - PFE	Supplies	\$1,426.45
P0050962	Offside	Health Sciences	Liabilities/Fundraising	\$777.24
P0050968	Mass Press	Presidents Office	Supplies	\$33.56
P0050971	Yellow Pages	Public Information	Multi Media Advertising	\$287.00
P0050979	Xpedx	Copy Center	Supplies	\$1,242.73
P0050980	Leach Printers Supply Co., Inc.	Copy Center	Supplies	\$210.72
P0050982	Packard Woodworks	Construction Tech.	Other Books	\$55.55
P0050983	Genesis Computer Systems, Inc	Welding	Supplies	\$260.15
P0050989	Ebatts.Com	Technical Services	Repairs Parts And Supplies	\$2,301.06
P0050992	Geac Computers Inc	Division Office Inst	Maintenance Contracts	\$20,999.25
P0050995	Minolta Business Systems, Inc.	DSPS	Supplies	\$51.14
P0050999	Grainger	Health, Safety	New Equipment – Noninstruc.	\$240.85
P0051000	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,221.01
P0051003	Mass Press	WPLRC Technical Inst	Supplies	\$33.56
P0051004	Mass Press	WPLRC Technical Inst	Supplies	\$33.56
P0051005	Mass Press	WPLRC Technical Inst	Supplies	\$33.56
P0051006	Mass Press	WPLRC Technical Inst	Supplies	\$33.56
P0051015	Mass Press	Machine Tool Tech.	Supplies	\$167.80
P0051019	Mcmaster-Carr Supply Company	Welding	Supplies	\$188.88
P0051022	Johnstone Supply	Art Department	Supplies	\$188.93
P0051023	Mass Press	El Camino Language	Supplies	\$33.56
P0051026	American Fitness Products, Inc	Physical Education	Supplies	\$1,893.44
P0051027	Eguchi Usa	Physical Education	Supplies	\$1,472.20
P0051033	Channing L. Bete Co.	Faculty & Staff Dive	Supplies	\$3,437.87

P0051034	Armstrong Medical Industries	Physical Education	Supplies	\$425.94
P0051042	Mass Press	Physical Education	Supplies	\$33.56
P0051044	Westminster Press, Inc	Public Information	Printing	\$3,122.03
P0051044	Westminster Press, Inc	Public Information	Printing	\$3,122.03
P0051045	Gunther Athletic Service	Health Sciences	Liabilities/Fundraising	\$127.51
P0051046	Desk City, Inc.	Health Sciences	Liabilities/Fundraising	\$463.26
P0051047	Eyecatcher Screen Printing	Health Sciences	Liabilities/Fundraising	\$479.33
P0051050	Fisher Scientific	Chemistry	Supplies	\$368.05
P0051051	M-F Athletic Co. DBA Perform Bett	Physical Education	Supplies	\$566.24
P0051052	Hydro Fit	Physical Education	Supplies	\$371.16
P0051053	Mass Press	Physical Education	Supplies	\$33.56
P0051055	Mass Press	Physical Education	Supplies	\$33.56
P0051056	C&S Sales	Ca Virtual Uni. 2nd	Supplies	\$732.35
P0051057	C&S Sales	Ca Virtual Uni. 2nd	Supplies	\$1,887.08
P0051058	C&S Sales	Ca Virtual Uni. 2nd	Supplies	\$1,702.51
P0051059	Island Advertising Specialties	EOPS	Student Survival Kits	\$604.79
P0051065	Donovan Distribution	Information Tech.	Replacement Equipment	\$943.07
P0051066	Resource System	Telecommunications	Telephone	\$205.28
P0051067	Johnstone Supply	VATEA I&T	Supplies	\$437.12
P0051068	Cdw-G	VATEA Business Educa	Computer Software Account	\$23,078.90
P0051069	Refrigeration Supplies Dist	VATEA I&T	Supplies	\$1,430.64
P0051070	School Specialty Inc.	VATEA Business Educa	New Computer Equipment-No	\$4,416.60
P0051076	Dell Marketing L. P.	Ca Virtual Uni. 2nd	New Equipment – Noninstruc.	\$290.11
P0051077	lace Outcomes Assessment	V.P. Academic Affairs	Conferences Mgmt	\$298.00
P0051078	Ann M. Garten	Public Information	Conferences Mgmt	\$185.00
P0051079	Mass Press	Job Placement	Supplies	\$33.56
P0051080	El Camino College Warehouse	Job Placement	Supplies	\$25.90
P0051081	American Anthropological Associat	International Educat	Dues And Memberships	\$200.00
P0051082	Honors Transfer Council of Calif.	Honors Program	Dues And Memberships	\$50.00
P0051084	American Express Travel	Careers in Child Car	Conferences Faculty	\$325.00
P0051085	Alpha Gamma Sigma, Inc.	Student Affairs	Due to Other Funds/Invest	\$694.00
P0051086	Star Silkscreen	Student Affairs	Due to Other Funds/Invest	\$238.15
P0051087	Minolta Business Systems, Inc.	Parking-Student Perm	Supplies	\$51.14
P0051088	American Express Travel	Information Tech.	Conferences Mgmt	\$244.00
P0051089	Jaycoor Tactical Systems	Parking-Student Perm	New Equipment – Noninstruc.	\$744.61
P0051090	Kristal Walker	Fine Arts	Supplies	\$250.00
P0051091	Boyce Forest Products	Ctr for Arts Product	Supplies	\$344.75
P0051092	Rose Brand	Ctr for Arts Product	Supplies	\$1,071.09
P0051093	Southland Lumber	Ctr for Arts Product	Supplies	\$1,594.15
P0051094	Shiffler	Carpenter Shop	Supplies	\$396.50
P0051095	American Express Travel	DSPS	Conferences Classified	\$102.30
P0051096	Grainger Industrial and Equipment	Health, Safety	New Equipment - Noninstru	\$769.39
P0051097	Gunther Athletic Service	Health Sciences	Liabilities/Fundraising	\$380.54
P0051098	California Headwear	Health Sciences	Liabilities/Fundraising	\$404.70
P0051099	Gunther Athletic Service	Health Sciences	Liabilities/Fundraising	\$334.99
P0051100	Hispanic Network News	Human Resources	Multi Media Advertising	\$195.00
P0051101	Child Welfare League - America	Foster Care Education	Conferences Other	\$500.00
P0051102	Ctc Network	00-01 P4E INGLEWOOD	Conferences Mgmt	\$300.00
P0051103	El Camino College Warehouse	Admissions/Records	Supplies	\$215.00
P0051106	Hollywood Rentals	Ctr for Arts Product	Supplies	\$358.70
P0051107	Competitive Aquatic Supply Inc	Health Sciences and	Supplies	\$1,266.47
P0051108	Mass Press	P4E H.S. RECRUIT.CO	Supplies	\$33.56

P0051109	Edits Publishers	Title V-Activity 1	Supplies	\$103.25
P0051110	Atlanta Thread & Supply Co.	Ctr for Arts Product	Supplies	\$116.72
P0051111	Richard the Thread Empire Tape Co	Ctr for Arts Product	Supplies	\$271.36
P0051112	Mass Press	Division Office N. Sci.	Supplies	\$33.56
P0051113	First Light Video Publishing	Audio/Visual	Supplies	\$170.29
P0051114	Hitt Marking Devices	Admissions/Records	Supplies	\$36.60
P0051115	VCR Doctor	Audio/Visual	Repairs - Instructional	\$250.00
P0051116	3M Customer Service Center	Division Office Inst	Repairs Noninstructional	\$1,096.00
P0051117	El Camino College Warehouse	Learning Center	Supplies	\$136.00
P0051118	Boise Cascade	Admissions/Records	New Equipment – Noninstruc.	\$514.19
P0051119	Primary Source Media	Division Office Inst	Publications Periodicals	\$532.28
P0051120	Professional Binding Products	Division Office Inst	Supplies	\$97.53
P0051121	Card Integrators	Division Office Inst	Supplies	\$107.09
P0051122	Ecc Food Service-Catering	Counseling Office	Supplies	\$136.81
P0051123	Ccccssaa C/O Dick Robertson	VP-SCA	Conferences Mgmt	\$40.00
P0051124	Consulting Psychologists Press	Career Center	Supplies	\$142.31
P0051125	Edits Publishers	Career Center	Supplies	\$270.45
P0051126	Edits Publishers	Career Center	Supplies	\$230.67
P0051127	Elsevier Science Usa	Health Services	Supplies	\$283.98
P0051128	Rp Group, the	VP-SCA	Conferences Mgmt	\$25.00
P0051129	Sue Oda-Omori	Counseling Office	Supplies	\$39.75
P0051130	El Camino College Warehouse	CADD	Supplies	\$42.00
P0051131	El Camino College Warehouse	Fiscal Services	Supplies	\$215.00
P0051132	California Community Colleges	Foster Care Education	Conferences Other	\$300.00
P0051133	Mass Press	Contract Education	Supplies	\$67.12
P0051134	El Camino College Warehouse	EOPS	Supplies	\$63.00
P0051135	Cwla Conference Registrar	Foster Care Education	Conferences Other	\$485.00
P0051136	Roof Sportswear	Health Sciences	Liabilities/Fundraising	\$557.88
P0051137	A-1 Office Plus	Health, Safety	Supplies	\$16.24
P0051138	A-1 Office Plus	Health, Safety	Supplies	\$124.49
P0051139	American Express Travel	RITC 10/1/01 - 9/30	Conferences Mgmt	\$186.50
P0051141	Boise Cascade	Warehouse	Inventory	\$1,645.40
P0051142	Custom Trophy	Student Affairs	Supplies	\$375.09
P0051143	Jameco Electronics	Technical Services	Repairs Parts And Supplies	\$1,319.94
P0051144	Unique Products	Replace South Gym Bl	Site Improvements	\$5,564.05
P0051145	Moneta Nursery Inc	Replace South Gym Bl	Site Improvements	\$789.15
P0051146	O.T.Y. Inc.	Replace South Gym Bl	Site Improvements	\$146.14
P0051147	American Industrial Supply, Inc.	Electric Shop	Supplies	\$635.99
P0051148	Public Space Plus	Facilities/Planning/	Repairs Noninstructional	\$74.90
P0051149	Corporate Business Interior	MCS/Music Classrooms	Contract Services	\$1,265.22
P0051150	Time Clock Sales & Service Co.	Human Resources	Supplies	\$72.66
P0051151	Costco Wholesale Membership	Artes de El Camino	Dues And Memberships	\$80.00
P0051152	The Daisy Chain	CDC	Multi Media Advertising	\$110.00
P0051153	Charles Turner	Fine Arts	Supplies	\$300.00
P0051154	NCMPR	Public Information	Dues And Memberships	\$20.00
P0051155	California Child Development Admi	CDC	Dues And Memberships	\$200.00
P0051156	California Community Colleges	Public Information	Conferences Mgmt	\$200.00
P0051157	Community College League of Calif	Public Information	Multi Media Advertising	\$2,000.00
P0051158	Enterprise Rent-A-Car	Life Sciences	Transportation	\$209.08
P0051159	Enterprise Rent-A-Car	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$672.58
P0051160	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$196.00

P0051161	C&S Sales	Ca Virtual Uni. 2nd	Supplies	\$788.47
P0051162	Xpedx Paper & Graphics	Copy Center	Supplies	\$497.42
P0051163	El Camino College Warehouse	Copy Center	Supplies	\$1,045.60
P0051164	Mark Costello Company	Operations	Recycling	\$70.36
P0051165	Datatel, Inc.	Datatel System	Maintenance Contracts	\$2,387.25
P0051166	Rose & Tuck, Llc	TTIP Total Cost	Contract Services	\$450.00
P0051167	American Express Travel	Admissions/Records	Conferences Mgmt	\$186.50
P0051168	Bob Gann	Facilities/Planning	Supplies	\$227.13
P0051169	Office Depot	Student Affairs	Expenses/Ancillary Service	\$162.34
P0051170	Minolta Business Systems, Inc.	Information Tech.	Supplies	\$215.68
P0051171	Boise Cascade	Admissions/Records	New Equipment – Noninstruc.	\$423.98
P0051172	U.S. Armor Corp.	Parking-Student Perm	Replacement Equipment	\$497.95
P0051173	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$97.96
P0051174	El Camino College Warehouse	Health Services	Supplies	\$86.00
P0051175	Jose A. Dulanto	Title V-Activity 1	Supplies	\$200.00
P0051176	Ecc Food Service-Catering	Counseling Office	Supplies	\$974.40
P0051177	American Express Travel	Information Tech.	Transportation/ Mileage	\$204.60
P0051178	Pacific Coachways	PFE 01-02 Project	Transportation	\$320.00
P0051179	Pacific Coachways	PFE 01-02 Project	Transportation	\$320.00
P0051180	Pacific Coachways	00-01 P4E Puente Sup	Transportation	\$750.00
P0051181	American Education Opportuniti	International Student	Conferences Mgmt	\$12,500.00
P0051182	Carole Bush	Counseling Office	Supplies	\$22.05
P0051183	D.A.C.S.Inc.	Facilities/Planning	Repairs Noninstructional	\$1,160.98
P0051184	Genesis Computer Systems, Inc	VATEA I&T	Supplies	\$189.44
P0051185	Johnstone Supply	VATEA I&T	Supplies	\$1,591.02
P0051186	Allied Refrigeration	VATEA I&T	Supplies	\$2,778.32
P0051187	Liberty Appliance	Ctr for Arts Adm Pub	Supplies	\$97.37
P0051188	A-1 Office Plus	Health, Safety	Supplies	\$528.37
P0051189	Scotch Paint Corporation	Grounds	Supplies	\$66.47
P0051190	Nexcom Computer Superstore	Technical Services	Repairs Parts And Supplies	\$1,328.84
P0051191	Pacific Coachways	El Camino Language	Student Transportation	\$240.00
P0051192	Los Angeles Power Association	Facilities/Planning/	Conferences Mgmt	\$195.00
P0051194	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$412.83
P0051196	El Camino College Warehouse	Machine Tool Tech.I	Supplies	\$42.00
P0051197	Keenan & Associates	Purchasing and Busin	Liability - Self Insurance	\$10,825.00
P0051198	Grassfield Press Jim Clearwater	Division Office Fine	Other Books	\$48.17
P0051199	Marshall Music	Music	Supplies	\$872.78
P0051200	Rockler Woodworking & Hardware	Construction Tech.	Supplies	\$468.68
P0051201	Hitt Marking Devices	Information Tech.	Supplies	\$55.44
P0051202	Mass Press	Fire Academy/Emergen	Supplies	\$33.56
P0051203	European American Music Distribut	Ctr for Arts Instr/A	Other Rentals	\$600.00
P0051204	Avid Technology Park	Division Office Fine	Computer Software Account	\$165.46
P0051205	Sterling Technical Services	Division Office Fine	Supplies	\$1,786.13
P0051206	Hinshaw Music	Music	Supplies	\$220.00
P0051207	C & S Sales	Ca Virtual Uni. 2nd	Supplies	\$1,120.13
P0051208	Fax Superstore	Student Affairs	New Equipment – Noninstruc.	\$510.95
P0051209	Tony's Printing Equipment Service	Copy Center	Supplies	\$22.82
P0051210	Delphin Computer Supply	Financial Aid	Supplies	\$61.46
P0051213	Luis Bermudez	Fine Arts	Supplies	\$100.00
P0051214	Joyce Kohl	Fine Arts	Supplies	\$100.00
P0051215	Mark Hullibarger	Music	Repairs Parts And Supplies	\$195.00

P0051216	Airgas-West	Art Department	Repairs Parts And Supplies	\$108.25
P0051217	Mark Hullibarger	Music	Repairs Parts And Supplies	\$390.00
P0051218	Woodworker West	Construction Tech.	Supplies	\$60.00
P0051219	National Council for Workforce Ed	I&T Div Ofc	Dues And Memberships	\$255.00
P0051220	Dance Teacher	Theatre/Dance	Supplies	\$19.95
P0051221	Pumpman	Facilities/Planning	Repairs Noninstructional	\$1,881.00
P0051222	Action Upholstery	Facilities/Planning	Repairs Noninstructional	\$200.00
P0051223	Edgar Landa	Fine Arts	Supplies	\$200.00
P0051224	American Express Travel	Parking-Student Perm	In-Service Training	\$219.50
P0051225	Quality Business Machines	Admissions/Records	Repairs Noninstructional	\$45.00
P0051226	A-1 Coast Rentals	Grounds	Other Services And Expense	\$129.95
P0051227	Angels Gate Cultural Center	Fine Arts	Supplies	\$25.00
P0051228	National Institute for Metal- Wor	CADD	Data Processing Rentals	\$1,000.00
P0051229	Quality Business Machines	Division Office Fine	Repairs Parts And Supplies	\$300.00
P0051230	Sheraton Grand Sacto. Hotel	EOPS	Conferences Mgmt	\$2,155.56
P0051231	American Express Travel	EOPS	Conferences Mgmt	\$989.00
P0051232	El Camino College Warehouse	Copy Center	Supplies	\$1,400.00
P0051233	El Camino College Warehouse	Automotive Tech.	Supplies	\$21.00
P0051234	El Camino College Warehouse	Construction Tech.	Supplies	\$21.00
P0051235	Datacom Marketing	SBDC Program Income	Other Books	\$410.27
P0051236	Mass Press	Job Placement	Supplies	\$33.56
P0051237	DMS, Inc.	Health Sciences	Liabilities/Fundraising	\$2,883.95
P0051238	Palm	Health Sciences	Liabilities/Fundraising	\$1,202.95
P0051239	Kenny Lefort	Fine Arts	Supplies	\$100.00
P0051240	Charles Turner	Fine Arts	Supplies	\$100.00
P0051241	Dawn Huntoon	Fine Arts	Supplies	\$100.00
P0051242	Kimberly Deshazo	Fine Arts	Supplies	\$200.00
P0051243	Miriam Alario-Wolski	Fine Arts	Supplies	\$500.00
P0051244	Los Angeles Business Journal	SBDC Program Income	Other Books	\$89.95
P0051245	NJP Sports, Inc.	Health Sciences	Liabilities/Fundraising	\$1,250.00
P0051246	Row-Loff Productions	Music	Supplies	\$87.19
P0051247	Applecore Uniforms	Radiologic Tech Dona	Supplies	\$394.57
P0051248	Boise Cascade Office Products	Fiscal Services	Supplies	\$50.88
P0051249	MCLS Metropolitan Cooperative Lib	Division Office Inst	Library Books	\$223.11
P0051250	Vantage Lighting	Audio/Visual	Supplies	\$1,742.70
P0051251	Alpha Gamma Sigma	Student Affairs	Due to Other Funds/Invest	\$180.00
P0051252	Network Presence, Llc	Telecommunications	Maintenance Contracts	\$9,137.50
P0051253	El Camino College Warehouse	Copy Center	Supplies	\$315.25
P0051254	American Express Travel	EOPS	Conferences Mgmt	\$128.50
P0051255	Peninsula Library System	Division Office Inst	Conferences Faculty	\$322.00
P0051256	Bernan Associates	Division Office Inst	Library Books	\$2,961.92
P0051257	Mcnaughton Bookservice	Division Office Inst	Other Rentals	\$9,695.74
P0051258	Information Today, Inc.	Division Office Inst	Library Books	\$203.00
P0051259	VCR Doctor	Audio/Visual	Repairs - Instructional	\$250.00
P0051260	Proquest	Division Office Inst	Publications Periodicals	\$14,130.93
P0051261	American Express Travel	Information Tech.	Transportation/ Mileage	\$224.60
P0051263	Big City Cops, Inc.	Health Sciences	Liabilities/Fundraising	\$571.61
P0051264	Association of Performing Arts	Division Office Fine	Conferences Mgmt	\$1,076.50
P0051265	Performance Publishing Group	Public Information	Multi Media Advertising	\$275.00
P0051266	NAPA Eddings Bros Auto Parts	Automotive Tech.	Supplies	\$370.45
P0051267	M & K Metal Co.	Fine Arts	Supplies	\$377.52

P0051268	Mcmaster-Carr Supply Company	Construction Technol	Supplies	\$551.83
P0051270	Jaycoor Tactical Systems	Parking-Student Perm	New Equipment – Noninstruc.	\$70.00
P0051271	Boise Cascade	Title V CSUDH	New Equipment – Noninstruc.	\$730.80
P0051272	Kim Borgaro	Fine Arts	Supplies	\$600.00
P0051273	Enrique Retana	Fine Arts	Supplies	\$300.00
P0051274	Coach Usa	DSPS	Contract Services	\$552.90
P0051275	Katisha Adams	Fine Arts	Supplies	\$400.00
P0051276	Quami Adams	Fine Arts	Supplies	\$200.00
P0051277	Ingrid Ortiz	Fine Arts	Supplies	\$250.00
P0051278	Walemi Ortiz	Fine Arts	Supplies	\$250.00
P0051279	Lisa Walker	Fine Arts	Supplies	\$600.00
P0051281	El Camino College Warehouse	Humanities	Supplies	\$68.60
P0051282	Ecctyc Sara Blake	Division Office Huma	Publications/ Periodicals	\$175.00
P0051283	Paradigm Publishing, Inc.	Ca Virtual Uni. 2nd	Conferences Other	\$800.00
P0051284	Nicole Woolley	Ca Virtual Uni. 2nd	Conferences Other	\$225.00
P0051285	Sterling Computers	Administrative Serv.	Replacement Equipment	\$4,543.26
P0051286	Delphin Computer Supply	Title V CSUDH	New Equipment – Instruc.	\$1,946.34
P0051287	National Safety Council	Health, Safety	Dues And Memberships	\$375.00
P0051288	Linda Lew	Job Placement	Supplies	\$20.46
P0051289	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$304.99
P0051290	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$244.96
P0051291	Western Graphics	Title V CSUDH	New Equipment – Instruc.	\$187.89
P0051292	Town Hall Los Angeles	SBDC T&C 1/1/02 to 1	Dues And Memberships	\$150.00
P0051293	Inglewood Chamber of Commerce	Presidents Office	Dues And Memberships	\$500.00
P0051294	Fairfield Inn	Health Sciences and	Liabilities/Fundraising	\$1,023.84
P0051296	Holiday Inn Hotel & Suites	Health Sciences and	Liabilities/Fundraising	\$218.80
P0051297	Venue Sports	Resp Therapy	Supplies	\$449.31
P0051298	American Express Travel	Contract Education	Conferences Mgmt	\$468.20
P0051299	The Cop Shop	Parking-Student Perm	Replacement Equipment	\$900.77
P0051300	American Historical Association	V.P. Academic Affairs	Dues And Memberships	\$160.00
P0051301	Delphin Computer Supply	Course/Curriculum	Supplies	\$258.72
P0051302	CCS Presentation Systems Inc.	Nursing	Liabilities/Fundraising	\$7,852.82
P0051303	Psychological Assessment	Career Center	Other Books	\$62.00
P0051305	Educational Resources, Inc.	Nursing	Liabilities/Fundraising	\$1,540.20
P0051306	American Express Travel	DSPS	Conferences Mgmt	\$215.00
P0051307	Ceb Passport Program	Division Office Busi	Dues And Memberships	\$1,895.00
P0051308	Educational Resources, Inc	Nursing	Supplies	\$577.58
P0051309	Custom Trophy	Nursing	Supplies	\$68.20
P0051310	Dirt Cheap Disk Drives	01-02 PFE Laptops	New Equipment – Instruc.	\$306.11
P0051311	Dell Marketing L. P.	01-02 PFE Laptops	New Equipment – Instruc.	\$2,922.75
P0051312	Michael Shiley	Artes de El Camino	Contract Services	\$16.00
P0051313	Concert Product, Inc.	Artes de El Camino	Contract Services	\$547.05
P0051314	Charleen Zartman	Institutional Service	Legal	\$700.00
P0051315	Aardvark Clay and Supplies	Art Department	Supplies	\$311.61
P0051316	Pyro-Comm Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$270.00
P0051317	Aviation Week	Contract Training	Publications Periodicals	\$95.00
P0051318	Enterprise Rent-A-Car	Student Affairs	Expenses/Ancillary Service	\$389.58
P0051319	California Cleaning System	Facilities/Planning	Repairs Noninstructional	\$227.35
P0051320	Eagle Rock Information Systems	TTIP Total Cost	Software	\$1,082.50
P0051321	PC Mall	Information Tech.	Computer Software Account	\$1,194.65
P0051322	Eagle Dataware	Telecommunications	Supplies	\$408.86

P0051323	Power Systems	Health Sciences	Liabilities/Fundraising	\$689.33
P0051324	Carolina Biological	Life Sciences	Supplies	\$104.21
P0051325	Edvotek	Life Sciences	Supplies	\$1,050.49
P0051326	Mass Press	Rad Tech	Supplies	\$33.56
P0051327	Johnson Company	Life Sciences	Supplies	\$462.18
P0051328	Hitt Marking Devices	Fiscal Services	Supplies	\$80.44
P0051329	Mass Press	V.P. Academic Affairs	Supplies	\$67.12
P0051330	Kim Borgaro	Fine Arts Dept Donat	Contract Services	\$400.00
P0051331	Quami Adams	Fine Arts Dept Donat	Contract Services	\$400.00
P0051332	Katisha Adams	Fine Arts Dept Donat	Contract Services	\$400.00
P0051333	Marcia Armstrong	Fine Arts	Supplies	\$138.62
P0051334	Enterprise Rent-A-Car	Counseling Office	Supplies	\$86.59
P0051335	Enterprise Rent-A-Car	Counseling Office	Supplies	\$86.59
P0051336	Enterprise Rent-A-Car	Counseling Office	Supplies	\$86.59
P0051337	Nfpa	Health, Safety	Dues And Memberships	\$115.00
P0051338	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$31.00
P0051339	El Camino College Warehouse	P4E 99-00 COMPRE.TRA	Supplies	\$105.00
P0051340	Enterprise Rent-A-Car	P4E 99-00 COMPRE.TRA	Transportation	\$79.99
P0051341	Edits Publishers	Career Center	Supplies	\$56.69
P0051342	Wilma Mickler Sears	Fine Arts	Supplies	\$1,500.00
P0051343	Rose Brand	Fine Arts	Supplies	\$210.76
P0051344	California Pro Sports	Resp Therapy	Supplies	\$768.91
P0051345	Registrar Recorder/County Cler	Best	Multi Media Advertising	\$12.00
P0051346	California Secretary of State	Best	Multi Media Advertising	\$70.00
P0051347	Grand Hyatt Hotel	Careers in Child Car	Conferences Faculty	\$642.18
P0051348	Pacific Parking Systems, Inc.	Parking-Student Perm	Supplies	\$3,672.25
P0051349	Judith Norton	Ca Virtual Uni. 2nd	New Equipment – Noninstruc.	\$140.71
P0051350	Judith Norton	Ca Virtual Uni. 2nd	Conferences Other	\$458.26
P0051351	Woodcraft	Art Department	Supplies	\$407.87
P0051352	Peterson's	International Student	Multi Media Advertising	\$1,755.00
P0051353	D.A.C.S. Inc.	Facilities/Planning	Repairs Noninstructional	\$745.84
P0051354	Southern Cal Air Conditioning Dis	Replace South Gym Bl	Site Improvements	\$779.40
P0051355	California Pro Sports	Health Sciences and	Liabilities/Fundraising	\$765.70
P0051356	El Camino College Warehouse	Purchasing and Busin	Supplies	\$172.00
P0051357	Grainger Industrial and Equipment	Physical Education	Supplies	\$603.28
P0051358	The Office Connection	Physical Education	Supplies	\$53.85
P0051359	Tru West Inc	Physical Education	Supplies	\$108.84
P0051360	Competitive Aquatic Supply Inc	Physical Education	Supplies	\$526.95
P0051361	Lincoln Equipment Inc.	Physical Education	Supplies	\$821.90
P0051362	United Oil Company	Hazmat Transportation	Gasoline	\$6,473.90
P0051363	South Bay Designs	Health Sciences and	Supplies	\$307.43
P0051364	Earl Massey	Title V-Activity 1	Contract Services	\$600.00
P0051365	Carolina Biological	Life Sciences	Supplies	\$271.20
P0051366	Organization of American Historia	V.P. Academic Affairs	Dues And Memberships	\$170.00
P0051367	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$86.00
P0051368	School Specialty Inc.	Copy Center	Supplies	\$814.04
P0051369	Boise Cascade	Copy Center	Supplies	\$413.88
P0051370	Office Solutions	Copy Center	Supplies	\$312.39
P0051371	El Camino College Warehouse	Copy Center	Supplies	\$1,355.10
P0051372	Matson Printing	Title V CSUDH	Supplies	\$518.52
P0051374	Hitt Marking Devices	Admissions/Records	Supplies	\$36.60

P0051375	Samuel French, Inc.	Fine Arts	Supplies	\$70.00
P0051376	Micro Warehouse	Title V CSUDH	New Equipment – Instruc.	\$4,096.95
P0051377	Comp View	Title V CSUDH	New Equipment – Instruc.	\$5,208.99
P0051378	Resource Directory	EOPS	Other Books	\$241.05
P0051379	Jist Publishing.	EOPS	Other Books	\$40.70
P0051380	College Board Publications	EOPS	Other Books	\$55.69
P0051381	Hitt Marking Devices	EOPS	Supplies	\$307.76
P0051382	Auguste Enterprises Inc	Contract Education	Contract Services	\$7,500.00
P0051383	Scantron	Rad Tech	Supplies	\$78.87
P0051384	Mass Press	EOPS	Supplies	\$100.67
P0051385	Hitt Marking Devices	Contract Education	Supplies	\$16.58
P0051386	Lama Books	EOPS	Other Books	\$34.58
P0051388	Long Beach Area Chamber	SBDC T&C 1/1/02 to 1	Dues And Memberships	\$340.00
P0051389	Performance Publishing Group, Inc	Public Information	Multi Media Advertising	\$275.00
P0051390	Performance Publishing Group Inc.	Public Information	Multi Media Advertising	\$395.00
P0051391	Hermosa Beach Chamber	Presidents Office	Dues And Memberships	\$45.00
P0051393	Medical Institute of Lcm	Health, Safety	Hospital & Medical Payment	\$50.00
P0051394	Charles Turner	Fine Arts	Supplies	\$300.00
P0051395	Ticket Envelope Company	Ctr for Arts Ticket	Supplies	\$900.00
P0051396	Fred Allen & Association	Fine Arts	Supplies	\$560.00
P0051397	Delphin Computer Supply	00-01 P4E CISCO Acad	New Equipment – Instruc.	\$146.14
P0051399	AMI Electrical & Telecom, Inc.	Replace South Gym Bl	Contract Services	\$400.00
P0051400	Doubletree Hotel Sacramento	Facilities/Planning	Conferences Mgmt	\$601.48
P0051401	Ccfc	Facilities/Planning	Conferences Mgmt	\$480.00
P0051402	Holiday Inn	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$180.12
P0051403	All the Kings Flags	Chemistry	Supplies	\$227.73
P0051404	Ramada Plaza Hotel	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$2,819.88
P0051405	Sjm Industrial Radio Communication	Electric Shop	Supplies	\$222.84
P0051406	El Camino College Warehouse	Counseling Office	Supplies	\$115.90
P0051407	Mass Press	Counseling Office	Supplies	\$33.56
P0051408	Southern California Intersegment	Articulation	Dues And Memberships	\$40.00
P0051409	Ecc Food Service-Catering	Counseling Office	Supplies	\$355.00
P0051410	South High School	Public Information	Multi Media Advertising	\$900.00
P0051411	NCMPR District 6	Public Information	Conferences Mgmt	\$50.00
P0051412	National Conference for Community	Counseling Office	Supplies	\$750.00
P0051413	L.A. Focus	Ctr for Arts Promo	Multi Media Advertising	\$275.00
P0051414	Sitler's Suppliers, Inc.	Civic Center Fine	Supplies	\$1,397.05
P0051415	Darlene Taylor	Foster Care Education	Contract Services	\$148.00
P0051416	Motel 6 #1346	Health Sciences	Liabilities/Fundraising	\$1,341.80
P0051417	Jim McElmeel Professional Bass	Radiologic Tech Dona	Supplies	\$360.00
P0051418	Radisson Lax	CACT Partnership	Conferences Mgmt	\$110.01
P0051419	Pacific Coachways	El Camino Language	Student Transportation	\$240.00
P0051420	Ecc Food Service-Catering	Community Advancement	Conferences Mgmt	\$398.09
P0051421	Empire Cleaning Supply	Operations	Supplies	\$2,547.11
P0051422	Teana Lefort	Fine Arts	Supplies	\$300.00
P0051423	Los Angeles County Office of Educ	Financial Aid	Conferences Mgmt	\$139.00
P0051424	Medic First Aid International Inc	VATEA Early Childhood	Supplies	\$415.00
P0051425	Stembridge Gun Rental	Fine Arts	Supplies	\$300.00
P0051426	Lifesaving Resources, Inc.	Physical Education	Supplies	\$182.81
P0051427	California Pro Sports	Physical Education	Supplies	\$260.25
P0051428	Mass Press	Physical Education	Supplies	\$33.56

P0051429	Anza Rents	Ctr for Arts Adm Pub	Other Rentals	\$300.00
P0051430	American Express Travel	Purchasing and Busin	Transportation/ Mileage	\$555.30
P0051431	Charles Turner	Fine Arts	Supplies	\$100.00
P0051432	Dawn Huntoon	Fine Arts	Supplies	\$100.00
P0051433	Kimberly Deshazo	Fine Arts	Supplies	\$100.00
P0051434	William Georges	Fine Arts	Supplies	\$100.00
P0051435	Matthew Alquiza	Fine Arts	Supplies	\$75.00
P0051436	JC Whitney	Parking-Student Perm	Replacement Equipment	\$175.48
P0051437	ECC Wplrc/Culinary Arts	Information Tech.	Conferences Mgmt	\$31.12
P0051438	Boosey & Hawkes Rental	Ctr for Arts Instr/A	Other Rentals	\$185.00
P0051439	Emerson Music	Music	Supplies	\$308.49
P0051440	Full Compass	Music	Supplies	\$198.86
P0051441	Mass Press	V.P. Academic Affairs	Supplies	\$33.56
P0051442	Delphin Computer Supply	Financial Aid	Supplies	\$299.04
P0051443	Mass Press	Financial Aid	Supplies	\$100.68
P0051444	Armstrong Medical Industries	Physical Education	Supplies	\$735.28
P0051445	G & Z Sports	Physical Education	Supplies	\$367.74
P0051446	Lapes Athletic Team Sales	Physical Education	Supplies	\$573.08
P0051447	Tomark Sports, Inc.	Physical Education	Supplies	\$405.68
P0051448	Kiefer	Physical Education	Supplies	\$1,144.25
P0051449	Mckesson	Physical Education	Other Instr Supplies	\$66.03
P0051450	Hydro Tone Fitness Systems	Physical Education	Other Instr Supplies	\$487.64
P0051451	Pbs Video Attn: Customer Service	Economics	Supplies	\$72.83
P0051452	Image IV Systems	Division Office Huma	Supplies	\$441.66
P0051453	El Camino College Warehouse	Division Office Fine	Supplies	\$232.74
P0051454	El Camino College Warehouse	Parking-Student Perm	Supplies	\$210.00
P0051455	Ecc Food Service-Catering	SRC High Tech Donat	Supplies	\$473.11
P0051456	South Coast Air Quality Management	Facilities/Planning/	Other Services And Expense	\$9.70
P0051457	El Camino College Warehouse	TANF	Supplies	\$115.90
P0051458	El Camino College Warehouse	Copy Center	Supplies	\$127.60
P0051459	El Camino College Warehouse	Physical Education	Supplies	\$172.00
P0051460	El Camino College Warehouse	Copy Center	Supplies	\$1,938.70
P0051461	American Express Travel	SBDC CITD	Transportation/ Mileage	\$232.00
P0051462	American Express Travel	CITD/Calif-Mexico	Transportation/ Mileage	\$115.50
P0051463	American Express Travel	SBDC CITD	Transportation/ Mileage	\$115.50
P0051464	American Express Travel	Human Resources	Conferences Mgmt	\$231.00
P0051465	Harbor Mail Box #485 County	Health, Safety	Hospital & Medical Payment	\$50.00
P0051466	Abtech Support, Inc.	Telecommunications	Repairs Noninstructional	\$9,099.00
P0051468	Rp Group C/O Denise Wilkerson	V.P. Academic Affairs	Conferences Mgmt	\$70.00
P0051469	Enterprise Rent-A-Car	P4E 99-00 COMPRE.TRA	Transportation	\$79.99
P0051470	Enterprise Rent-A-Car	P4E 99-00 COMPRE.TRA	Transportation	\$79.99
P0051471	Enterprise Rent-A-Car	P4E 99-00 COMPRE.TRA	Transportation	\$79.99
P0051472	Enterprise Rent-A-Car	P4E 99-00 COMPRE.TRA	Transportation	\$79.99
P0051473	Enterprise Rent-A-Car	P4E 99-00 COMPRE.TRA	Transportation	\$79.99
P0051474	Carole Bush Counseling Division	Counseling Office	Supplies	\$94.02
P0051475	Signature Party Rental	Counseling Office	Supplies	\$170.00
P0051476	Bruce Tellier	Family Concert/SBYO	Supplies	\$117.03
P0051477	William Doyle	Family Concert/SBYO	Supplies	\$557.25
P0051479	The Tape Company	Audio/Visual	Supplies	\$507.26
P0051480	EBSCO Subscription Services	Division Office Inst	Publications Periodicals	\$1,461.41
P0051481	Intelcom	Instructional Televi	Other Services And Expense	\$28,436.00

P0051482	Argo World Travel Inc.	Division Office Fine	Conferences Faculty	\$315.20
P0051483	Community College League of Calif	Utilities	Lights And Power	\$2,750.00
P0051484	Karcher Environmental	Hazmat Tech Arts Mec	Contract Services	\$1,200.00
P0051485	Dawson Co.	Facilities/Planning	Repairs Noninstructional	\$2,289.49
P0051486	Office Depot	Student Affairs	Expenses/Ancillary Service	\$216.77
P0051487	Cumming & Associates	MCS/Music Classrooms	Supplies	\$302.63
P0051488	Scantron	Information Tech.	Supplies	\$744.56
P0051489	Mark Crossman	Speech Communication	Supplies	\$174.39
P0051490	L.A.C.M.T.A.	EOPS	Bus Passes and Food Vouch	\$198.00
P0051491	Xerox Corporation	Copy Center	Supplies	\$4,053.97
P0051492	Datatel, Inc.	Financial Aid	Contract Services	\$887.77
P0051493	American Express Travel	Admissions/Records	Conferences Mgmt	\$186.50
P0051494	D.A.C.S. Inc	Facilities/Planning	Repairs Noninstructional	\$733.63
P0051495	The Rp Group C/O Denise Wilkerson	Division Office Huma	Conferences Faculty	\$70.00
P0051496	Ncccc University of Northern Iowa	CDC	Dues And Memberships	\$75.00
P0051498	South Bay Wild Life Rehab.	Life Sciences	Contract Services	\$250.00
P0051499	Boiler Parts Unlimited Inc.	Facilities/Planning	Supplies	\$382.97
P0051501	A-1 Doctor Tint	Facilities/Planning	Repairs Noninstructional	\$150.00
P0051502	Fisher Scientific Education Mater	Life Sciences	Supplies	\$1,297.97
P0051503	Builtrite	MCS/Music Classrooms	Site Improvements	\$1,439.83
P0051504	Boise Cascade	Warehouse	Inventory	\$1,173.43
P0051505	Naeyc	Child Development	Publications Periodicals	\$250.00
P0051506	Boise Cascade	Humanities	Supplies	\$936.11
P0051507	Boise Cascade	Humanities	Supplies	\$668.65
P0051509	El Camino College Warehouse	Division Ofc Student	Supplies	\$21.00
P0051510	Redondo Beach Chamber	Public Information	Conferences Mgmt	\$35.00
P0051511	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$11.20
P0051512	Xpedx Paper & Graphics	Copy Center	Supplies	\$3,007.37
P0051513	Dr. Eleanor Black-Eskey	Title V-Activity 1	Contract Services	\$250.00
P0051514	Dr. Steven Loza	Title V-Activity 1	Contract Services	\$250.00
P0051515	Lori Medigovich	Humanities	Supplies	\$767.52
P0051516	Los Angeles County Tax Collector	Institutional Service	Regulatory	\$22,711.02
P0051517	Ecc Food Service-Catering	Staff Diversity	Supplies	\$678.00
P0051518	Samuel French, Inc.	Fine Arts	Supplies	\$190.00
P0051519	E.C.C.C.D. Foundation for Higher	Institutional Service	Contract Services	\$3,914.36
P0051520	Postmaster	Public Information	Postage	\$6,000.00
P0051521	Brent Pierce	Music	Supplies	\$324.75
P0051522	NCAA Publishing	Physical Education	Supplies	\$56.04
P0051523	Torrance Postmaster	Fine Arts	Supplies	\$1,259.96
P0051524	Mid City Mailing Services	Fine Arts	Supplies	\$585.00
P0051525	American Express Travel	Information Tech.	Transportation/ Mileage	\$120.20
P0051526	Joseph Georges	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$100.00
P0051527	Computerland	Ca Virtual Uni. 2nd	Software	\$383.88
P0051528	Walsers	Ca Virtual Uni. 2nd	Supplies	\$184.54
P0051529	C & S Sales	Ca Virtual Uni. 2nd	Supplies	\$156.14
P0051530	Richard Ferguson	Speech Communication	Contract Services	\$150.00
P0051531	Milo Martin	Speech Communication	Contract Services	\$150.00
P0051532	Facets Video Order Department	Theatre/Dance	Supplies	\$318.80
P0051534	Kim Borgaro	Fine Arts Dept Donat	Contract Services	\$100.00
P0051535	Kmr Electronics	Art Department	Repairs Parts And Supplies	\$389.70
P0051537	Susan Dever	Ca Virtual Uni. 2nd	Supplies	\$26.25

P0051538	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$197.50
P0051539	Edwin F. Kalmus and Co. Inc.	Music	Supplies	\$502.53
P0051540	Marshall Music	Music	Supplies	\$329.34
P0051541	Aaa Flag & Banner Mfg. Co.	Operations	Supplies	\$437.09
P0051542	Judith Norton	Ca Virtual Uni. 2nd	Supplies	\$68.60
P0051543	Environmental Recovery Services	Hazmat	Waste Disposal	\$20,910.00
P0051544	NAFSA: Subscription	International Educat	Supplies	\$51.00
P0051545	American Psychological Association	Psychology	Supplies	\$52.03
P0051546	Minolta Business Systems, Inc.	Division Office BSSC	Supplies	\$51.14
P0051547	American Sociological Association	Sociology	Supplies	\$50.00
P0051548	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$78.22
P0051551	Star Silkscreen	Student Affairs	Due to Other Funds/Invest	\$1,254.62
P0051552	American Express Travel	Facilities/Planning	Conferences Mgmt	\$115.50
P0051553	South Coast Air Quality Management	Hazmat Disposal	Other Services And Expense	\$75.00
P0051554	South Coast Air Quality Management	Hazmat Disposal	Other Services And Expense	\$8,554.82
P0051555	Brown & Bigelow	Recruitment/School	Supplies	\$810.23
P0051556	El Camino College Warehouse	Mathematics	Supplies	\$336.80
P0051557	El Camino College Warehouse	Copy Center	Supplies	\$1,273.00
P0051560	Rp Group, the	Title V CSUDH	Conferences Other	\$70.00
P0051561	IDS Technologies	Telecommunications	Repairs Noninstructional	\$67.50
P0051562	American Express Travel	Bridge to Teacher Ed	Conferences Other	\$212.50
P0051563	El Camino College Warehouse	CADD	Supplies	\$63.00
P0051564	Community College League of Calif	Presidents Office	Conferences Mgmt	\$385.00
P0051565	Southern California Boiler	Facilities/Planning/	Repairs Noninstructional	\$3,450.00
P0051566	Knorr Systems Inc.	Pool	Supplies	\$58.88
P0051568	Delphin Computer Supply	VATEA Early Childhood	Supplies	\$601.87
P0051569	Pro Look Sports	Resp Therapy	Supplies	\$2,203.35
P0051571	Mr. James Jackson	WPLRC Technical Inst	Miscellaneous	\$25.00
P0051572	Rp Group, the	Division Office Busi	Conferences Mgmt	\$80.00
P0051573	Audio Graphic Systems	Division Office BSSC	Other Instr Supplies	\$533.01
P0051574	American Express Travel	Public Information	Conferences Mgmt	\$89.50
P0051576	El Camino College Warehouse	EOPS	Supplies	\$63.00
P0051577	Journal of Light Construction	Construction Tech.	Publications Periodicals	\$39.95
P0051578	NCJRS Bureau of Justice Statistic	Administrative Of Ju	Supplies	\$9.00
P0051579	Franklin Covey	CADD	Supplies	\$430.07
P0051581	Ecc Food Service-Catering	VP-SCA	Supplies	\$180.00
P0051582	Ecc Food Service-Catering	Administrative Service	Supplies	\$388.41
P0051583	Archie Ivy, Inc.	Improve Campus	Site Improvements	\$2,160.00
P0051584	Lock N Stitch	Smog Test Station	Supplies	\$373.50
P0051585	Alldata	Automotive Technology	Publications Periodicals	\$1,055.44
P0051586	Danza Huitzilopochti	EOPS	Contract Services	\$175.00
P0051587	Today's Best Hair	Cosmetology	Publications Periodicals	\$78.80
P0051588	G & M Car Care	EOPS CARE	Transportation Repair Vou	\$200.00
P0051589	International Conference of Build	Construction Tech.	Other Books	\$97.32
P0051590	Emergency Film Group	P4E Inglewood Fire	Supplies	\$359.81
P0051591	Harry Stockwell	Smog Test Station	Supplies	\$617.08
P0051592	Action Sales & Metal Co.	Automotive Collision	Supplies	\$476.30
P0051593	Debco Electronics	Electronics	Supplies	\$74.87
P0051594	El Camino College Warehouse	Family Consumer Stud	Supplies	\$21.00
P0051595	A-1 Office Plus	EOPS	Supplies	\$135.70
P0051596	American Express Travel	VP-SCA	Conferences Mgmt	\$161.85

P0051597	Ncmpr	Public Information	Miscellaneous	\$210.00
P0051598	Ardena Brooks	Fine Arts	Supplies	\$100.00
P0051599	Bernice Boseman	Fine Arts	Supplies	\$400.00
P0051601	4C/SD	Staff Development	Dues And Memberships	\$125.00
P0051602	Tony Sotos	Ca Virtual Uni. 2nd	Supplies	\$102.19
P0051603	Tony Sotos	Ca Virtual Uni. 2nd	Supplies	\$1,373.39
P0051604	Kern Community College District	Ca Virtual Uni. 2nd	Conferences Other	\$1,070.00
P0051605	P E & C	Parking-Student Perm	In-Service Training	\$398.00

Total :

559

\$519,074.68

B0051193	Ecc Food Service-Cat	Ctr for Arts Promo.	Supplies	\$5,465.71
B0051211	Downey Electric	Replace Fire Alarm	Repairs Noninstructional	\$283,081.97
B0051497	West-Star Construc.	Improve Campus	Maintenance Contracts	\$13,300.00
B0057832	ECCD Petty Cash	VATEA I&T	Supplies	\$500.00
B0057833	Zero Time Management	SBDC T&C 1/1/02 to 1	Contract Services	\$80,000.00
B0057834	Computerland	Information Tech.	Maintenance Contracts	\$49,251.80
B0057835	Lee's Market	00-01 Early Steps	Contract Services	\$500.00
B0057836	Crenshaw Lumber	Carpenter Shop	Supplies	\$1,000.00
B0057837	ECCD Petty Cash	VTEA Title II Tech	Supplies	\$500.00
B0057838	Performance Auto, In	EOPS CARE	Transportation Repair Vou	\$13,000.00
B0057839	Los Angeles County	Child Development	Contract Services	\$1.00
B0057840	Boise Cascade	Alumni Assoc	Supplies	\$300.00
B0057841	H & H Concrete Pumpi	Construction Tech.	Supplies	\$1,500.00
B0057842	Nvad/Pride Sponsorsh	RITC 10/1/01 - 9/30	Contract Services	\$500.00
B0057843	Phoenix Day School	RITC 10/1/01 - 9/30	Contract Services	\$2,500.00
B0057844	Yosemite Community	Child Development	Contract Services	\$1.00
B0057845	Public Agency Law	Purchasing and Busin	Contract Services	\$5,000.00
B0057846	Chronicle of Higher	Human Resources	Multi Media Advertising	\$3,000.00
B0057848	Kimberly M. Spears	00-01 Modeling Appro	PSA Contract Services	\$6,000.00
B0057849	South Bay Regional	Perishable Skills	Contract Services	\$1.00
B0057850	Somerton Student Ins	Health, Safety	Insurance	\$24,967.00
B0057851	Dr. E. Jeanane Dimpe	School to Career	PSA Contract Services	\$7,000.00
B0057852	Paper Direct	WPLRC Local Contract	Supplies	\$1,750.00
B0057853	Torrance Electronics	Ctr for Arts Front	Repairs Parts And Supplies	\$700.00
B0057854	Torrance Electronics	Theatre/Dance	Repairs Parts And Supplies	\$500.00
B0057855	Marshall Electronics	Music	Repairs Parts And Supplies	\$500.00
B0057856	Marshall Electronics	Theatre/Dance	Repairs Parts And Supplies	\$500.00
B0057858	Lee's Market	ILP 2002-03 10/01/02	Other Services And Expense	\$3,000.00
B0057859	Moore's Dancewear	Fine Arts	Supplies	\$800.00
B0057860	ECCD Petty Cash	ILP 2002-03 10/01/02	Supplies	\$300.00
B0057861	Paper Direct	ILP 2002-03 10/01/02	Supplies	\$300.00
B0057862	The Graphic Corps	Fin Aid Outreach and	Supplies	\$22,664.06
B0057863	Pamela Robinson	School to Career 10/	PSA Contract Services	\$1,215.00
B0057864	University Fo Britis	Ca Virtual Uni. 2nd	Contract Services	\$5,000.00
B0057866	ECCD Petty Cash	SRC High Tech Donat	Supplies	\$800.00
B0057867	Chabad of South Bay	CalWORKs	Contract Services	\$1.00
B0057868	The Tharpe Company,	Student Affairs	Supplies	\$14,000.00
B0057869	ECCD Petty Cash	Job Placement	Supplies	\$200.00
B0057870	Kyle Alexander	Public Information	Multi Media Advertising	\$4,000.00
B0057871	Image Solutions	Admissions/Records	Postage	\$10,500.00
B0057872	Susan L. Oslin	School to Career	PSA Contract Services	\$2,610.00
B0057873	ECCD Petty Cash	ILP 2002-03 10/01/02	Other Services And Expense	\$564.00

B0057874	ECCD Petty Cash	00-01 Early Steps	Supplies	\$100.00
B0057875	ECCD Petty Cash	Foster Care Education	Supplies	\$250.00
B0057876	Cappucino Express	Center for the Arts	Contract Services	\$1.00
B0057877	First Call Staffing	CalWORKs	Contract Services	\$41,592.00
B0057878	E.C.C. Public Inform	MCHS 4/1/02 Thru 3/3	Reproduction – Noninstruc.	\$1,000.00
B0057879	The Training Source	Contract Training	Contract Services	\$20,000.00
B0057880	Encore Language	Cact CA Employee Tra	Contract Services	\$45,000.00
B0057881	Scarff Downing	00-01 P4E Expanded	PSA Contract Services	\$6,000.00
B0057882	Carlos Conejo	Cact CA Employee	PSA Contract Services	\$30,000.00
B0057884	Lanier Worldwide, In	Environmental Tech.	Supplies	\$2,260.00
B0057885	Somerton Student Ins	Health, Safety	Insurance	\$40,500.00
B0057886	Nzingha Family Servi	Foster Care Education	Contract Services	\$940.00
B0057887	ECCD Petty Cash	Foster Care Education	Other Services And Expense	\$857.00
B0057888	ECCD Petty Cash	Foster Care Education	Reproduction Instructional	\$1,395.00
B0057889	Fortune Web Design	Title V CSUDH	Contract Services	\$3,500.00
B0057891	Mandla Kayise	ILP 10/1/01-9/30/02	PSA Contract Services	\$5,328.00
B0057892	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$1,000.00
B0057893	Lisa's Bon Appetit	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$4,000.00
B0057894	ECC BOOKSTORE	Division Office Busi	Other Books	\$400.00
B0057895	California Black Cha	SBDC T&C 1/1/02 to 1	Multi Media Advertising	\$20,000.00
B0057896	Bank of America	V.P. Academic Affair	Supplies	\$200.00
B0057897	Southern California	Purchasing and Busin	Excess Insurance Liability	\$660,000.00
B0057912	Robbie Odom	Foster Care Education	PSA Contract Services	\$444.00
B0057913	E.C.C. Public Inform	Athletic Hall of Fame	Reproduction – Noninstruc.	\$500.00
B0057914	National Cinema Netw	Public Information	Multi Media Advertising	\$22,000.00
B0057915	Easy Reader, the	Public Information	Multi Media Advertising	\$3,000.00
B0057916	Pauls Photo, Inc.	Public Information	Supplies	\$5,800.00
B0057919	E.C.C.C.D. Foundation	Institutional Service	Building Rental	\$40,000.00
B0057921	San Diego County Rid	RITC 10/1/02 - 9/30	Contract Services	\$675.00
B0057922	E.C.C. Public Inform	Student Affairs	Due to Other Funds/Invest	\$25.00
B0057923	Inglewood Today Maga	Public Information	Multi Media Advertising	\$1,500.00
B0057924	E.C.C.C.D. Foundation	Institutional Service	Contract Services	\$25,000.00
B0057925	HMR Group	VATEA I&T	Supplies	\$5,000.00
B0057926	Child Welfare League	Foster Care Education	Supplies	\$500.00
B0057927	Ellis Waller	Ca Virtual Uni. 2nd	PSA Contract Services	\$1,000.00
B0057928	Avalon Communication	Public Information	Postage	\$6,000.00
B57017A	EBSCO Subscription	Music Library	Supplies	\$500.00

Total :

79

\$1,563,540.54

Total POs and BPOs : 638 TOTAL :

\$2,082,615.22

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

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A. Employment and Personnel Changes	1-7
B. Classified Professional Growth.....	7
C. New Certificated Position and Classification Specifications	7, 9-11
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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-34 and 1-18.

1. Retirement – Ms. Elizabeth Atherton, full-time instructor of Art History, effective June 8, 2003 and that a plaque be prepared and presented to her in recognition of her service to the District since 1971.
2. Employment- Ms. Michele Heatley, full-time instructor of Fire and Emergency Technology Program, effective November 19 through December 20, 2002, to be paid by the County of Los Angeles.
3. Change in Assignment – Mr. Thomas Lew, Dean of Humanities, to Special Assistant to the Vice President – Academic Affairs, to perform functions relating to evaluating scheduling processes and procedures and other assignments, effective December 1, 2002 to June 30, 2003.
4. Change in Assignment – Dr. Bobbi Villalobos, Director of Humanities, to Acting Dean of Humanities, Range 16, Step 1, effective December 1, 2002 to June 30, 2003.
5. Change in Salary – Mr. Jack Keenan, full-time instructor of Business, from Class III, Step 24 to Class IV, Step 24, Academic Salary Schedule, effective November 22, 2002.
6. Personal Leave of Absence – Ms. Adrienne Sharp, full-time instructor of English, to work 50% for Spring 2003, effective February 10, 2003 through June 8, 2003.
7. Amend Special Assignment – To correct payment rate for the following instructors, to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center – Enrollment Services Division, effective July 1, 2002 through June 30, 2003, to be paid \$23.74 an hour, instead of \$22.96 an hour, not to exceed 8 hours per week, in accordance with the Agreement, Article X, Section 9(m).

Gina Burgess

Zahid Hossain

Ummey Salma

8. Special Assignment - Ms. Melanie Dunn, part-time instructor of Art, to coordinate work of online course assistants, to be paid \$35.60 an hour, not to exceed 10 hours a week, effective Fall 2002 semester, in accordance with the Agreement, Article X, Section 9(m).
9. Special Assignment – The following part-time/temporary instructors of Applied Music, to be paid \$23.74 an hour, effective September 3 through December 22, 2002, in accordance with the Agreement, Article X, Section 9(m).

Name
Margot Martin
Susan Helfter

Not to exceed
8 hours/week
5 hours/week

10. Special Assignment - The following full-time instructors in Industry & Technology to administer credit-by-examinations, to be paid \$47.47 an hour, effective September 3, 2002 through June 6, 2003, in accordance with the Agreement, Article X, Section 7(c).

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

11. Special Assignment – The following part-time instructors in Industry & Technology to administer credit-by-examinations, to be paid \$47.47 an hour, effective September 3 through December 22, 2002, in accordance with the Agreement, Article X, Section 7(c).

Mark Arnold	Glenna Johnson	Nancy Schwab
Danny Barley	William Johnson	Frank Seifert
Henry Brown	Ed Lugo	Dale Ueda
Victor De La Torre	Robert Olmsted	Dan Valladares
Robert Diaz	Rey Rojo	Phillip Walls
Greg Guerrero	Monique Schaefer	Sue Wenzlaff
Charles Hamilton	John Schwab	

12. Special Assignment – Mr. Jeffrey Lenham, full-time instructor of Educational Development, to plan and coordinate Deaf and Hard of Hearing program, to be paid \$35.60 an hour, not to exceed 50 hours, effective October 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
13. Special Assignment – Ms. Sharen Kokaska, full-time instructor of Educational Development, to work on academic assessment project concerning learning disabilities, to be paid \$47.47 an hour, not to exceed 175 hours, effective October 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14 (a).
14. Special Assignment – Mr. Ray Lovell, full-time instructor of Educational Development to work on academic assessment project for high tech center services, to be paid \$35.60 an hour, not to exceed 300 hours, effective October 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
15. Special Assignment – Ms. Maria Armstrong, part-time instructor of Educational Development, to work on academic assessment project concerning learning disabilities, to be paid \$47.47 an hour, not to exceed 550 hours, effective October 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).

16. Special Assignment – Mr. Bryan Ouchi, part-time instructor of Educational Development, to work on academic assessment project concerning learning disabilities, to be paid \$47.47 an hour, not to exceed 600 hours, effective October 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Mr. Lyman Hong, full-time instructor of Humanities, to coordinate Bridge to Teacher Education Program (TEP), funded by Title V, to be paid \$47.47 an hour, not to exceed \$16,615, effective October 8, 2002 through June 6, 2003, in accordance with the Agreement, Article X, Section 14(a).
18. Special Assignment – Ms. Sheryl Kunisaki, part-time/substitute instructor of Humanities, to substitute in English as a Second Language (ESL) and developmental English classes, to be paid \$47.47 an hour, effective September 24 through December 22, 2002, in accordance with the Agreement, Article X, Section 9(m).
19. Special Assignment – Ms. Cynthia Quintero, part-time instructor of Spanish, to translate Spanish for Community Education, to be paid \$25.00 an hour, not to exceed \$112.50, effective August 18 through August 20, 2002, in accordance with the Agreement, Article X, Section 9(m).
20. Special Assignment – Ms. Jeanne Bellemin, full-time instructor of Biology, to prepare and conduct instructional seminars for biological science students on Alondra Park Island, as part of the P4E grant, to be paid \$47.47 an hour, not to exceed \$2,755, effective September 3, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
21. Special Assignment – Ms. Kriss Stauber, full-time instructor of Business, to administer Credit-by-Examination tests, to be paid \$47.47 an hour, not to exceed \$550, effective August 3, 2002 through July 1, 2003, in accordance with the Agreement, Article X, Section 7(c).
22. Special Assignment – Ms. Lutchminia Bilici, full-time instructor of Computer Information Systems, to administer Credit-by-Examination tests, to be paid \$47.47 an hour, not to exceed \$380, effective September 3, 2002 through July 1, 2003, in accordance with the Agreement, Article X, Section 7(c).
23. Special Assignment – Ms. Ummey Salma, part-time instructor of Community Advancement, to teach learning components for El Camino Language Academy (ECLA) classes (not for credit), to be paid \$47.47 an hour, and to prepare these components, to be paid \$35.60 an hour, not to exceed \$13,000, effective August 21, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
24. Special Assignment – Mr. Thomas Owens, part-time instructor of Music, to teach Joy of Music, to be paid \$35.60 an hour, effective September 2 through December 22, 2002, in accordance with the Agreement Article X, Section 9(m).

25. Special Assignment – Dr. Thomas Storer, full-time instructor of Health Sciences and Athletics, to act as project sub-contract Director on 2nd year of 4 year grant with Harbor-UCLA Research & Education Institute (REI), effective October 1, 2002 through October 1, 2003, to be paid \$71.42 an hour, not to exceed \$10,284, in accordance with Article X, Section 14(a).
26. Special Assignment – The following part-time instructors of Mathematics to work as certificated tutors as part of the P4E Grant, Maximizing Math Potential, to be paid \$35.60 an hour, effective September 3, 2002 through December 22, 2002, in accordance with the Agreement, Article X, Section 9(m).

<u>Name</u>	<u>Not to Exceed</u>
Eric Wang	1 hour per week or \$1,000
Wei Chan	4 hours per week or \$2,279

27. Stipend Assignment – Mr. Daniel Berney, full-time instructor of Dance, to work as choreographer for Fall Dance Concert, to be paid \$500.00, effective September 25 through November 24, 2002, in accordance with the Agreement, Article X, Section 14(a).
28. Stipend Assignment – Ms. Ruby Millsap, part-time instructor of Dance, to direct presentation of Dance Class showings and coordinate Dance production, to be paid \$405, effective December 11 through December 18, 2002, in accordance with the Agreement, Article X, Section 10(d).
29. Stipend Assignment – Ms. Moonea Choi, part-time instructor of Dance, to work as choreographer for Fall Dance Concert, to be paid \$400.00, effective September 25 through November 24, 2002, in accordance with the Agreement, Article X, Section 10(d).
30. Employment - Ms. Shahigul Haidari, Child Development Center Substitute Teacher, Class I, Step A, effective November 19, 2002 through June 30, 2003.
31. Employment – Mr. Michael Handman, part-time instructor of Fire and Emergency Technology, effective November 19 through December 20, 2002, to be paid by the Torrance Fire Department.
32. Employment – The following part-time/temporary Librarians to be hired as needed for the Fall 2002 semester.

John Fowler	Gabiella Lopez
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33. Employment – The following part-time/substitute instructor to be hired as needed for the Fall 2002 semester.

Industry & Technology
Raymond Halling

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

Behavioral & Social Sciences
Elizabeth Horton

Fine Arts
Paul Fornelli
Darly Nagano

Deon Price
Karen Whitney

CLASSIFIED PERSONNEL

1. Retirement – Ms. Maria Aranda, Clerical Assistant, Range 20, Step E, Natural Sciences Division, Academic Affairs Area, effective December 31, 2002, and that a plaque be prepared and presented to her in recognition of her service to the district since 1983.
2. Retirement – Ms. Magdalena Hughes, Accounting Assistant II, Range 25, Step E, Fine Arts Division, Academic Affairs Area, effective December 31, 2002, and that a plaque be prepared and presented to her in recognition of her service to the district since 1989.
3. Retirement – Ms. Carolyn Mosher, Library Media Technician V, Range 35, Step E, Instructional Services Division, Academic Affairs Area, effective December 30, 2002, and that a plaque be prepared and presented to her in recognition of her service to the district since 1973.
4. Resignation – Ms. Leticia Velez, Staff Interpreter, Range 34, Step B, Special Resource Center/Instructional Services Division, Academic Affairs Area, effective October 24, 2002, plus accrued vacation.
5. Termination – Ms. Renate Faber, Administrative Assistant I, Range 27, Step B, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective October 1, 2002.
6. Amend Personal Leave of Absence 39.17% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Student Development/Counseling and Student Services Division, Student and Community Advancement Area, effective October 21, 2002 through, June 30, 2003.
7. Change of Assignment – Ms. Myrna Mendoza, Secretary, Range 25, Step E, from 100% to 80%, Counseling and Student Services Division, Student and Community Advancement Area, effective January 1 through June 30, 2003.
8. Extend Change of Assignment/Stipend - Mr. Donald Treat, Technical Services Supervisor, Range 26, Step E, Information Technology Services Division, Administrative Services Area, to be paid an additional \$360 a month, for assuming full supervisory

responsibility for network integration and offsite locations support, effective January 1 through June 30, 2003.

9. Stipend - Ms. Elisabeth Cholico, Clerical Assistant, Range 20, Step B, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, to be paid one time lump sum of \$196 for additional duties performed, effective August 29 through September 30, 2002.
10. Amend Work Out of Classification - Ms. Judy Flores, from 50% Bookstore Sales Assistant/ 50 % Bookstore General Merchandise Buyer Assistant to 100% Bookstore General Merchandise Buyer Assistant, Range 27, Step A, Bookstore Division, Administrative Services Area, effective October 1 through December 31, 2002.
11. Extend Work Out of Classification – Mr. Robin Dreizler, Student Services Coordinator, Range 38, Step E, to Acting Director of Outreach and School Relations, Range 8, Step 1, (Administrator Salary Schedule) Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2002, through March 31, 2003.
12. Extend Work Out of Classification – Ms. Davida Freeman-Clary, Project Specialist, Range 32, Step E, to Student Services Operations Officer, Range 39, Step C, Community Advancement/Workplace Learning Resource Center, Student and Community Advancement Area, effective November 1 through December 31, 2002.
13. Employment – Mr. Joshua Armstrong, Dispatch Clerk, Range 23, Step A, Campus Police Division, Administrative Services Area, effective December 2, 2002.

Temporary Classified Personnel

14. Re-Employment - Ms. Catherine Bise, Special Project Temporary Administrator, Public Information Division, President's Office, effective December 1, 2002 through March 31, 2003, to be paid \$208 a day, Range II, Step 3, of the Special Project Temporary Administrator Salary Schedule, not to exceed \$18,000.
15. Re-Employment – Mr. Ruben Solis, Special Project Temporary Administrator, Community Technology Center, Student and Community Advancement Area, effective October 1 through December 31, 2002, to be paid \$202 a day, Range II, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$13,130.
16. Extend Change in Assignment - Mr. Roman Sandoval III, to work as a Substitute Telecommunications Technician, Range 37, Step A, Information Technology Services Division, Administrative Services Area, effective September 16, 2002 through January 1, 2003.
17. The following short-term employees for service on an as-needed basis for the 2002- 2003 fiscal year:

Margo Caddell
Louise Kirst

Jose Valdez
Leticia Velez

18. The following short-term employees for service on an as-needed basis for the following dates:

Joshua Armstrong	11/19/02 – 11/30/02
Fredrick Dennis	11/1/02 – 1/31/03
Lawrence Greene II	11/1/02 – 1/31/03
Jason Haddix	10/1/02 – 1/31/03
LaConya Maxwell	10/15/02 – 1/31/03
William Taira	10/1/02 – 1/31/03

B. CLASSIFIED PROFESSIONAL GROWTH

It is recommended that the Board approve the attendance of the following classified employees at conferences and/or seminar paid from the Classified Professional Growth Fund as listed below:

California Association of Student Financial Aid Administrators (CASFAA) Conference 2002, San Diego, CA - Maria Elena Dominguez. Dec 16-18, 2002. \$400.00 maximum

California Association of Student Financial Aid Administrators (CASFAA) Conference 2002, San Diego, CA - Amalia Villalobos. Dec 16-18, 2002. \$400.00 maximum.

CSUDH: SBS 318-03 Cultural Pluralism-Cultural Diversity in California, Dominguez Hills, CA - Rodolfo Lopez, Jr. Jan. 2-23, 2003. \$400.00 maximum.

C. NEW CERTIFICATED POSITION AND CLASSIFICATION SPECIFICATIONS

It is recommended that the Board approve the classification specifications for the following position:

Faculty Coordinator – Articulation Officer as shown on pages 9-11.

VOLUNTEERS

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

Amy Adams
Norma Amstutz
Beverly Boyle

Stuart Boyle
Mary Braun
Deborah Breidbart

Anne Bromley
Palomita Castillo
Victor Deal

Ruth Dobbins
Arthur Eades
Edith Ehrenreich
Mary Ferrin
Patricia R. Garcia
Frances Gargas
Jane Gulliver
Bonnie Hughes
Rita Hull
Rose Marie Jaikowski
Alyssa Johnson
Josephine Judson
Wanda Kwity
Clyde Lambert
Ellen Lambert

Anna Lane
Naomi Leal
June Mikrut
Vladimir Mindoljwic
Jana Morimoto
Sidel Myers
Gertrude Oliver
A.Y. Olds
Jim Olds
Joyce Olds
June Olson
Mary O'Neill
Sehila Powell
Jennifer Rhodes
Pat Rippe

Cecilia Rosenthal
Ann Saxon
Henrietta Stapinski
Anna Steuerer
Nao Tanigawa
Nancy Turner
Fallon Ward
Patricia Weimer
Jeanne Wilson
Robert Wilson
Frank Wolf
Jean Wolf
Sharon Yee

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FACULTY COORDINATOR/ARTICULATION OFFICER

BASIC FUNCTION:

The Articulation Officer position is a full-time faculty coordinator position. Under the general direction of the Dean of Counseling and Student Services, the Articulation Officer facilitates the transfer of El Camino College students to transfer institutions, and high school students to the College.

REPRESENTATIVE DUTIES:

1. Promote and support intersegmental cooperation to facilitate the transfer of students to CSU and UC campuses, private colleges and universities.
2. Responsible for the oversight of the course approval process for CSU breadth courses and the Intersegmental General Education Transfer Curriculum (IGETC).
3. Oversee and maintain articulation information on Articulation System Stimulating Interinstitutional Student Transfer (ASSIST).
4. Develop, maintain, and publicize California Articulation Numbering (CAN) agreements.
5. Direct and maintain the activities of the High School Articulation Project and Regional Occupational Centers.
6. Develop and maintain annual curriculum guides for the Associate Degree, certificates and majors of the College.
7. Initiate, maintain and disseminate articulation agreements with other postsecondary institutions, especially in the areas of general education/breadth requirements, preparation for the major, course-to-course agreements, and transferable course agreements.
8. Ensure the accuracy of published materials relating to articulation matters.
9. Develop a system for assuring the timely processing of articulation documents, and monitor each stage of the articulation process.
10. Provide training to faculty on how to access and interpret articulation information online or in print.
11. Serve on the College Curriculum Committee and, during course review, advise the committee of articulation requirements.

12. Advise appropriate administrators, deans, faculty and staff of proposed changes in curriculum that affect articulation and have an impact on students.
13. Chair El Camino College Articulation and Advisory Committee.
14. Serve on appropriate campus committees, provide input, and receive information about proposed changes affecting or regarding articulation.
15. Disseminate policies and information from the articulation unit of the Chancellor's office.
16. Participate in conferences and workshops on articulation issues.
17. Facilitate campus participation in intersegmental programs (e.g. CIAC, CAN, ASSIST, ICC, ICAS, counselor conferences, and segmental meetings).
18. Promote the full inclusion of and effective communication with all students and community users in compliance with Section 508 of the Rehabilitation Act of 1973 by developing and maintaining documents in an accessible format.
19. Interpret articulation policies for college departments, receiving institutions and students.
20. Advocate for students experiencing difficulties with receiving institutions that may not honor articulated courses.
21. Develop an annual articulation plan outlining goals and measurable objectives in consultation with the Dean of Counseling and Student Services, the Vice President of Academic Affairs and the Vice President of Student and Community Advancement.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Functions, operations and activities associated with student services environment.

Research methodologies and documentation.

Transfer requirements.

ABILITY TO:

Demonstrate leadership, counseling or teaching experience, and a working knowledge of college articulation, transfer and curriculum programs.

Demonstrate commitment to student learning and to the success of all students in an open access learning environment.

Demonstrate sensitivity to and understanding of diverse socio-economic, cultural, and ethnic backgrounds of college students, and individuals with disabilities.

Faculty Coordinator/Articulation Officer (continued)

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EDUCATION AND EXPERIENCE:

Master's Degree or the equivalent, or a valid California Community College credential in a community college discipline.

Two years experience working in an articulation position (full or part-time) at a community college or university.

Experience with various technology-mediated counseling computer systems.

Experience with and/or knowledge of computers, software, and technology related to articulation (e.g. ASSIST), transfer, student services, and instruction.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.

Hand and finger dexterity to operate various office equipment.

Additional hours may be required.

Position is 12 months and forty hours per week.

Salary Schedule for Faculty Members on a Fiscal Year Basis

Board approved: November 18, 2002

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

Facilities Bond Information

On November 5, 2002 the El Camino College Bond Measure E was approved. The following table highlights some activities and timeframes for implementation of the project:

<i>Activity</i>	<i>Date</i>
<i>Election Results Certified</i>	<i>December, 2002</i>
<i>College Board Adopts Resolution Authorizing Issuance of Bonds</i>	<i>January, 2003</i>
<i>County Board of Supervisors Adopt Resolution Authorizing Issuance of Bonds</i>	<i>February, 2003</i>
<i>Bond Oversight Committee Approved</i>	<i>February, 2003</i>
<i>Obtain Bond Ratings, Verification of Increment and Preparation of Official Statement and Timing of Sale</i>	<i>March, 2003</i>
<i>Sell First Increment of Bonds</i>	<i>May, 2003</i>
<i>Receipt of Bond Money and Investment of Funds</i>	<i>June, 2003</i>
<i>Tax Levy to Secure Bonds Imposed</i>	<i>December, 2003</i>