

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

**Board of Trustees  
El Camino Community College District**

**Agenda, Monday, December 15, 2003  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 17, 2003**
- III. Oath of Office – Mary E. Combs**
- IV. Annual Organizational Meeting**
- V. Recess – 15 minutes**
- VI. Presentation – El Camino College Foundation – Roger Maddaford**
- VII. Public Hearing for Environmental Impact Report and Facilities Master Plan**
- VIII. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs
    - See Academic Affairs Agenda, Pages 1-6*
    - Student and Community Advancement
      - See Student & Community Advancement Agenda, Pages 1-17*
    - Administrative Services
      - See Administrative Services Agenda, Pages 1-7*
      - See Measure “E” Bond Fund Agenda, Pages 1-7*
      - See Human Resources Agenda, Pages 1-12*
  - C. Superintendent/President
    - See Superintendent/President Agenda Pages 1-5*
- IX. Public Comment on Non-Agenda Items**
- X. Oral Reports**
  - A. Board of Trustees Report
  - B. President's Report
  - C. Academic Senate Report

## **XI. Closed Session**

- A. Complaints or Charges Against Employees, Brown Act Section 54957
  - 1. Complaints or Charges Against Employees – 1 case
  
- B. Labor Relations, Brown Act Section 54957.8
  - 1. American Federation of Teachers,  
Local 1388
  - 2. El Camino Classified Employees  
Local 6142
  - 3. El Camino Police Officers Association
  
- C. Personnel Matters, Brown Act Section 54957
  - 1. Personnel Matters – 2 cases
  - 2. Public Employee Performance  
Evaluation - President

## Annual Organizational Meeting

This meeting is called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, and (B) any other District officers desired; to (C) set the time and place of Board Meetings; (D) (E) (F) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; to (G) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes; and to (H) select a Board Member as a representative who shall have a vote in electing members of the County Committee on School District Organization. In addition, it is called as a regular meeting.

A. Election of Officers for Period December 15, 2003 through Annual Organizational Meeting in December, 2004

It is recommended that the Board elect officers for the period December 15, 2003, through Annual Organizational Meeting in December, 2004.

B. Secretary to the Board for Period December 15, 2003 through Annual Organizational Meeting in December, 2004

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 15, 2003, through Annual Organizational Meeting in December, 2004.

C. Time, Date and Place of Board Meetings

It is recommended that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2004 are as follows:

Tuesday, January 20, 2004  
Tuesday, February 17, 2004  
Monday, March 15, 2004  
Monday, April 19, 2004  
Monday, May 17, 2004  
Monday, June 21, 2004

Monday, July 19, 2004  
Monday, August 16, 2004  
Monday, September 13, 2004  
Monday, October 18, 2004  
Monday, November 15, 2004  
Monday, December 20, 2004

D. Order of Administrative Authority in Absence of Superintendent/President

It is recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 15, 2003, through Annual Organizational Meeting in December, 2004:

Nadine Hata, Patricia Caldwell, Victor Hanson

E. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2003, through the Annual Organizational Meeting in December, 2004, it is recommended that the Vice Presidents will serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Nadine Hata, Patricia Caldwell, Victor Hanson

F. Documents Authorized for Signature of Superintendent

It is recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in the absence from the College during the period from December 15, 2003, through Annual Organizational Meeting in December, 2004.

G. Signature Authorization

It is recommended that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees; Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to be authorized to sign contracts during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, and all Associated Student funds during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for the bookstore fund during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, be authorized to sign contract change orders during the period of December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Marcia M. Wade, Director of Human Resources; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

8. Cafeteria Funds

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Cafeteria funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

9. Trust Funds

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

10. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

11. Bookstore Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

12. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

13. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice

President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

14. Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 15, 2003, through Annual Organizational Meeting December, 2004, two signatures required.

15. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

16. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.



17. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Manager; Tami Oh, Claims Supervisor; and Tim Keenan, Senior Vice President.

H. Los Angeles County Committee on School District Organization

The Board is to appoint a representative to the Los Angeles County Committee on School District Organization.

---

---

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

---

---

**Page No.**

A. Full-Time Faculty Obligation..... 1

B. Proposed Curriculum Changes – Effective 2004/2005 Academic Year ..... 1

## **A. FULL-TIME FACULTY OBLIGATION**

It is recommended that the Board approve a one-year deferral of the Full-Time Faculty Obligation for Fall 2003. The final computations indicate that the College is 0.27 full-time equivalent faculty (FTEF) short of its obligation of 348.2 FTEF for Fall 2003.

## **B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2004-2005 ACADEMIC YEAR**

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

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

#### **INACTIVATE COURSES**

1. American Studies 5 – The Role of Religion in American Life and Thought
2. American Studies 5L – Role of Religion in American Life and Thought: Lecture, Film, and Events Laboratory

#### **INACTIVATE CERTIFICATE OF COMPETENCE**

1. Childhood Education - Family Child Care Option

#### **INACTIVATE CERTIFICATE OF COMPLETION**

1. Childhood Education - Family Child Care Option

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

1. Economics 1 – Principles of Economics: Macroeconomics

*Current Status/Proposed Change*

Recommended Preparation: Economics 5 with a minimum grade of C; ~~or~~ Mathematics 70; ~~and~~ eligibility for English 1A

~~Study of economic~~ Macroeconomics introduces students to the principles that explain the operation of the national economy. Topics to be analyzed include consumption of products, and market economies. A broad analysis of exchange, aggregate output, the national economy with emphasis on money supply, national income, employment, the price level, and economic growth. An inquiry into fiscal policy and tools, money and banking and monetary policy. Includes an introduction to international trade theory, balance of payments, international finance, and the linkages between trade and growth macroeconomic polices.

## CHANGE IN MAJORS

### 1. History

#### *Current Status/Proposed Change*

History 1A, 1B, 3, 4; ~~plus~~ three courses from History 5A, 5B, ~~6~~, 8, 9, ~~10A, 10B~~, 11, 12, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 30, 32; Political Science 1, 2, 3, 5, 6

Total Units: 21

### 2. Philosophy

#### *Current Status/Proposed Change*

Philosophy 5, ~~or~~ 8; ~~Philosophy~~ 10, 11; ~~one~~ ~~two~~ courses from Philosophy 2, 3, 7, 23; three courses from at least two of the following groups:

1. Art 1, 3, 4, Music 11
2. History 3, 4
3. English 23, 31, 35, 36
4. Mathematics 40 or 41B, 60, 120

Total Units: 24-26

### 3. Political Science

#### *Current Status/Proposed Change*

Political Science 1; four courses from the following: Political Science 2, 3, 5, 6, 8, 10; two courses from: Economics 1, 2, History 1A, 1B, 3, 4, ~~6, 10A, 10B~~, 14A, Philosophy 10

Total Units: 21

## BUSINESS DIVISION

## CHANGE IN MAJOR

### 1. Computer Information Systems

#### *Current Status/Proposed Change*

Computer Information Systems 13, 18, 19; one of the following groups: Computer Information Systems 26 and 28 OR 46 and 47 OR 140 and 141; two of the following courses: Computer Information Systems 16, 17, ~~22~~, 27, 29, 30, 80, 83, 133, 142, 143

Total Units: 21-22

## CHANGE IN CERTIFICATE OF COMPETENCE

### 1. Computer Information Systems – Microcomputer Support and Network Management

#### Option

#### *Current Status/Proposed Change*

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 33-34 units.

Computer Information Systems 13, 19, 40, 140; four courses from the following: Computer Information Systems 16, 18, 22, 28, 29, 80, 83; one of the following groups: Computer Information Systems 140, 141, 142, and 143 or Computer Information Systems 46, 47, 48, and 49  
Total Units: 33-34

## FINE ARTS DIVISION

### INACTIVATE COURSE

1. Music 16 – Popular Music In the United States

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

#### *Current Status/Proposed Change*

1. Art 7 – Art History of Mexico, and Central and South America  
This course is a survey of the Art of Pre-Columbian civilizations in Mexico, and Central and South America, as well as with emphasis on the development of Mexican Art from the Spanish Colonial period through the modern era contemporary times.

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

#### *Current Status/Proposed Change*

1. Dance 20abcd – Body Conditioning for Dance Techniques  
This course clarifies covers principles of ballet-based technique through exercise systems specific to dance training. Class activities emphasize alignment, placement, strength, injury prevention, and efficient joint articulation, for building muscle memory and coordination. Muscle and skeletal terminology, as well as beginning basic ballet terminology, are introduced. reinforced through verbal direction of floor exercises. This class is appropriate for dancers at all levels, including those beginning dance training and those returning after an injury or absence of activity. period of inactivity.

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

1. Music 43abcd – Beginning Woodwind Instruments

#### *Current Status/Proposed Change*

Music reading, tone production, technique, articulation, and care and maintenance of the instruments. Limited to one semester instruction on each instrument. This course for the beginning musician introduces basic skills and techniques for playing a woodwind instrument. Students select from flute, clarinet, saxophone, oboe, or bassoon. Music reading, tone production, breath control, technique, musicianship, and instrument care are emphasized. Students must provide their own instruments.

2. Music 44abcd - Beginning Brass Instruments

*Current Status/Proposed Change*

~~Music reading, tone production, technique, articulation, and care and maintenance of the instrument. Limited to one semester instruction on each instrument.~~ This course for the beginning musician introduces basic skills and techniques for playing a brass instrument. Students ~~S~~select from trumpet, French horn, trombone, euphonium, or tuba. Music reading, tone production, breath control, technique, musicianship, and instrument care are emphasized. Students must provide their own instruments.

3. Music 45abcd - Beginning Percussion Instruments

*Current Status/Proposed Change*

~~Music reading, tone production, technique, articulation, and care and maintenance of the instrument. Limited to one semester instruction on each instrument.~~ This course for the beginning musician introduces basic skills and techniques for playing snare drum and drum set. Music reading, drum rudiments, percussion techniques, and musicianship are emphasized. ~~Select from snare, tympani, mallets, and accessory group.~~ Students must provide their own mallets ~~or sticks~~ and practice pad.

4. Music 46abcd - Beginning String Instruments

*Current Status/Proposed Change*

~~Music reading, tone production, technique, articulation, and care and maintenance of the instrument. Limited to one semester instruction on each instrument.~~ This course for the beginning musician introduces basic skills and techniques for playing a string instrument. Students ~~S~~select from violin, viola, cello, ~~or~~ and string bass. Music reading, tone production, technique, musicianship, and instrument care are emphasized. Students must provide their own instruments ~~except that string basses will be available for classroom use.~~

5. Photography 60ab – Wilderness Photography

*Current Status/Proposed Change*

~~An~~ This course is an introduction to field techniques in landscape and wildlife photography, ~~using color slide film.~~ Topics ~~Includes~~ include historical development, film types and selection, exposure techniques, appropriate equipment, and ~~care, field conditions, and markets for work.~~ commercial applications of landscape and wildlife photography. An adjustable 35mm camera ~~and a~~ or medium format camera, light meter, and color film stock are required.

Note: This course may ~~May~~ be taken two semesters.

## HEALTH SCIENCES AND ATHLETICS DIVISION

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

1. Educational Development 22 – Personal Assessment

*Current Status/Proposed Change*

This course ~~will explore present concepts, the theories~~ helps students develop a better understanding of personal motivation as they establish short and ~~practices related to self-appraisal,~~ long term goals. Students will also explore their personal value systems, the concepts of stress management, defense mechanisms, ~~self-concept,~~ interpersonal ~~relations~~ communications, and ~~somato-psychology~~ time management.

Note: This course is appropriate for students with disabilities.

2. Educational Development 31abcd – Increased Learning Performance

*Current Status/Proposed Change*

In ~~the~~ this laboratory course, ~~provides individualized learning assistance for students with special needs~~ will increase learning performance and study skills that relate to content of other El Camino College courses. Students will ~~be taught how to use effective tools, techniques,~~ also enhance critical thinking skills and ~~resources~~ evaluate assistive technologies that ~~to~~ improve ~~their~~ academic success. In addition, specific sections of the course will be offered for English and mathematics skills.

Note: This course is appropriate for students with disabilities.

3. Educational Development 32ab – Psychology of Affective Learning

*Current Status/Proposed Change*

~~A~~ This course is designed to ~~provide the student identified with special needs an exposure~~ expose students to ~~practical,~~ affective ~~concepts~~ principles and exercises ~~to~~ that enhance the student's self concept as a learner. The course ~~will focus on~~ benefits of a positive attitude and learning performance will also be covered.

Note: This course is appropriate for students with disabilities.

4. Educational Development 33ab – Specific Learning Strategies

*Current Status/Proposed Change*

~~Students identified with special needs are taught~~ In this course students will explore specific techniques, principles, and strategies which enable them to effectively acquire, integrate, store, and retrieve information. In effect, ~~students learn how to learn more efficiently within the limits of their specific learning disability.~~

Note: This course is appropriate for students with disabilities.

## INDUSTRY AND TECHNOLOGY DIVISION

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

#### 1. Manufacturing Technology 2 – Materials and Processes of Manufacturing

##### *Current Status/Proposed Change*

This course ~~eovers~~ introduces students to ~~the fundamentals of manufacturing~~ materials of manufacture, their properties, characteristics, classification, and ~~processes including changing the shape of metals by cutting, forming, casting, welding, treatment.~~ The manufacturing processes of material removal, fabrication, joining, surface preparation, casting, molding, forging, and extruding. ~~Conventional and automated processes will be demonstrated as well as taking field trips to study local manufacturing industries~~ are also covered. The course will assist the student in preparing for certification as a CMT (Certified Manufacturing Technologist) sponsored by the SME (Society of Manufacturing Engineers).



---

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

---

**Page No.**

A.	Student Field Trips.....	1
B.	Community Education Class – Fall 2003.....	1
C.	Community Education Program – Spring 2004.....	1, 2-14
D.	Temporary Casuals Employment.....	1, 15-17

**A. STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips for the Career Center. The purposes of the trips are to provide cultural enrichment.

December 11, 2003 – Van Nguyen, Inglewood Superior Court, Inglewood, California.  
Estimated students 15. Depart 9:30am; return 12 noon. Transportation by van.

December 12, 2003 – Van Nguyen, Songwriters Guild of America, Hollywood, California.  
Estimated students 15. Depart 9:00am; return 1:00pm. Transportation by van.

**B. COMMUNITY EDUCATION – FALL 2003**

It is recommended that the Board approve the following substitute instructor for Community Education – Fall 2003, in the amount of \$134.16:

Laura Landry            Conversational Spanish – Beginning I    10/7 & 10/9

**C. COMMUNITY EDUCATION PROGRAM FOR SPRING 2004**

It is recommended that the Board approve the Community Education Program for Spring 2004 as shown on pages through 2-14. It is further recommended that payment to the instructors for the classes be based on specifications in the contract. The specification is either 1) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

**D. TEMPORARY CASUALS EMPLOYMENT**

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 15-17.

# Spring 2004

Instr Sort

E=employee -NOT  
STRS eligible;  
N=non-employee

Title	Instructor	Rate of Pay	E/ N	#m tgs	First Day	Day	Start	End	Add'l Dates	Room
Candle Making for Beginners	Abdul, Quayum	Opt A	N	1	2/28	Sat	9:00 AM	1:00 PM		Artb215
Hurricane Candle Making	Abdul, Quayum	Opt A	N	1	3/13	Sat	9:00 AM	1:00 PM		Artb215
Relax in the Bath: Make Your Own Soap	Abdul, Quayum	Opt A	N	1	3/27	Sat	9:00 AM	1:00 PM		Artb215
Yoga - Beginning	Anderson, David	Opt A	N	8	2/21	Sat	10:30 AM	12:00 PM	thru 4/10	PE2
Yoga - Beginning	Anderson, David	Opt A	N	12	4/24	Sat	10:30 AM	12:00 PM	thru 6/19	PE2
AMA-Comm Skills for Mgrs	Barnes, Hughie	\$40/hr+ \$5/stu	N	5	3/4	Thur	6:30 PM	9:30 PM	thru 4/1	Mu210
Learn to Draw, You Really Can	Beuoy, Jean	\$23/hr	N	8	2/24	Tues	6:30 PM	9:00 PM	thru 4/20; nc 4/13	Artb211
Learn to Draw, You Really Can	Beuoy, Jean	\$23/hr	N	8	4/27	Tues	6:30 PM	9:00 AM	thru 6/15	Artb211
Watercolor Painting-Basics & Beyond	Beuoy, Jean	\$23/hr	N	8	2/21	Sat	9:00 AM	11:30 AM	thru 4/10	Artb211
Watercolor Painting-Basics & Beyond	Beuoy, Jean	\$23/hr	N	8	4/24	Sat	9:00 AM	11:30 AM	thru 6/19; nc 5/29	Artb211
HT Become Special Event Planner	Binder, Farla	38%	N	1	3/9	Tues	6:30 PM	9:30 PM		Socs112
8 Essential Skls of Communication	Burgraff, Roger	Opt A	N	1	3/25	Thur	6:30 PM	9:30 PM		Socs203
Ldrshp Skls & Effective Teamwork	Burgraff, Roger	Opt A	N	1	3/16	Tues	6:30 PM	9:30 PM		Socs112
AMA-Successful Interviewing	Casper, Jared	\$40hr+\$ 5/stu	N	5	4/22	Thur	6:30 PM	9:30 PM	thru 5/20	Mu210
CCA Exam Prep (cert coding associate)	Certified West	\$50/hr	N	1	5/2	Sun	9:00 AM	4:00 PM		GatesClg
Health Care Data Content	Certified West	\$50/hr	N	2	3/7	Sun	9:00 AM	4:00 PM	3/14	Hum16
Health Care Delivery Systems	Certified West	\$50/hr	N	4	4/20	TTh	6:30 PM	9:30 PM	thru 4/29	PE228
Med Code & Compliance 2 CPT	Certified West	\$50/hr	N	4	2/1	Sun	9:00 AM	4:00 PM	thru 2/29	Hum16
Med Info Technology	Certified West	\$50/hr	N	4	3/21	Sun	9:00 AM	4:00 PM	thru 4/18	Hum16
Med. Billing & Reimbursement	Certified West	\$50/hr	N	8	3/16	TTh	6:30 PM	9:30 PM	thru 4/8	PE228
Medical Office Procedures	Certified West	\$50/hr	N	1	4/25	Sun	9:00 AM	4:00 PM		Hum16
Medical Terminology	Certified West	\$50/hr	N	6	2/24	TTh	6:30 PM	9:30 PM	thru 3/11	PE228
GI Joe Bootcamp	Charles, Joe	70%	N	10	3/30	TTh	6:00 AM	7:00 AM	thru 6/3	Track
GI Joe Bootcamp	Charles, Joe	70%	N	10	3/30	TTh	8:00 AM	9:00 AM	thru 6/3	Track

GI Joe Bootcamp	Charles, Joe	70%	N	10	3/30	TTh	6:00 PM	7:00 PM	thru 6/3	Track
GI Joe Bootcamp-Mini camp	Charles, Joe	70%	N	10	2/17	TTh	6:00 AM	7:00 AM	thru 3/18	Track
GI Joe Bootcamp-Mini camp	Charles, Joe	70%	N	10	2/17	TTh	8:00 AM	9:00 AM	thru 3/18	Track
GI Joe Bootcamp-mini camp	Charles, Joe	70%	N	10	2/17	TTh	6:00 PM	7:00 PM	thru 3/18	Track
Dealing with Anger	Collins, Beverly	Opt A	N	1	3/22	Mon	6:30 PM	9:30 PM		Socs 204
Book Art & Bookbinding	Deutsch, Lisa	\$100/class	N	1	3/6	Sat	9:00 AM	12:00 PM		Artb215
Create Decorative Paper	Deutsch, Lisa	\$100/class	N	1	3/20	Sat	9:00 AM	12:00 PM		Artb215
Become Successful Woman Investor	Dietz, Kristi	Opt A	N	1	4/4	Sun	9:00 AM	4:30 AM	opt tour 4:30-5:30	BUS2
How to Study Smarter	Douglas, Lee-nonSTRS creditable	\$29/hr	Y	1	3/6	Sat	11:00 AM	1:00 PM		Socs104
Test Taking Tips & Techniques	Douglas, Lee-nonSTRS creditable	\$29/hr	Y	2	3/13	Sat	11:00 AM	12:30p m	3/20	Socs104
TOEFL Prep Class	ECLA	75%	N	9	2/24	TTh	7:00 PM	9:00 PM	thru 3/23	Adm203
A to Z Grantwriting	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
A to Z Grantwriting	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
A to Z Grantwriting	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
A to Z Grantwriting	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Accounting Fundamentals	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Accounting Fundamentals	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Accounting Fundamentals	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Accounting Fundamentals	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Admin Asst Fund.	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Admin Asst Fund.	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Admin Asst Fund.	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Admin Asst Fund.	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Advanced A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Advanced A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Advanced A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Advanced A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Advanced Web Pages	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Advanced Web Pages	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Advanced Web Pages	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Advanced Web Pages	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Basic A+ Certificatin Prep	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Basic A+ Certificatin Prep	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Basic A+ Certificatin Prep	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Basic A+ Certificatin Prep	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Basics to Building Online Business	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online

Basics to Building Online Business	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Basics to Building Online Business	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Basics to Building Online Business	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Beg Conversational French	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Beg Conversational French	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Beg Conversational French	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Beg Conversational French	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Beginning Braille	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Beginning Braille	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Beginning Braille	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Beginning Braille	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Building an Ethical Business	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Building an Ethical Business	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Building an Ethical Business	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Building an Ethical Business	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Business Marekting Writing	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Business Marekting Writing	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Business Marekting Writing	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Business Marekting Writing	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
C++ for Absolute Beginner	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
C++ for Absolute Beginner	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
C++ for Absolute Beginner	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
C++ for Absolute Beginner	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
CGI Pgming for Web	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
CGI Pgming for Web	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
CGI Pgming for Web	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
CGI Pgming for Web	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Communicate Like a Leader	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Communicate Like a Leader	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Communicate Like a Leader	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Communicate Like a Leader	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Creating Home Office Network	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Creating Home Office Network	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online

Creating Home Office Network	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Creating Home Office Network	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Creating Web Pages	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Creating Web Pages	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Creating Web Pages	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Creating Web Pages	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Debt Elimination Tech that work	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Debt Elimination Tech that work	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Debt Elimination Tech that work	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Debt Elimination Tech that work	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Designing Effective Websites	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Designing Effective Websites	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Designing Effective Websites	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Designing Effective Websites	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Digital Photography Output	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Digital Photography Output	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Digital Photography Output	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Digital Photography Output	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Discover Digital Photography	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Discover Digital Photography	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Discover Digital Photography	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Discover Digital Photography	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Effective Business Writing	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Effective Business Writing	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Effective Business Writing	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Effective Business Writing	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Fast Track Fundraising	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Fast Track Fundraising	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Fast Track Fundraising	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Fast Track Fundraising	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Fund of Supv and Mgmt 1	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Fund of Supv and Mgmt 1	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Fund of Supv and Mgmt 1	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online

Fund of Supv and Mgmt 1	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Fund of Supv and Mgmt 2	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Fund of Supv and Mgmt 2	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Fund of Supv and Mgmt 2	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Fund of Supv and Mgmt 2	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Get Paid to Travel	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Get Paid to Travel	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Get Paid to Travel	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Get Paid to Travel	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Grammar Refresher	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Grammar Refresher	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Grammar Refresher	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Grammar Refresher	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
History of Women Writers	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
History of Women Writers	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
History of Women Writers	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
History of Women Writers	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Imaging 4 web using fireworks4.0	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Imaging 4 web using fireworks4.0	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Imaging 4 web using fireworks4.0	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Imaging 4 web using fireworks4.0	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Individual Excellence	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Individual Excellence	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Individual Excellence	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Individual Excellence	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Inspiring Tales Underground RR	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Inspiring Tales Underground RR	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Inspiring Tales Underground RR	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Inspiring Tales Underground RR	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intermed A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intermed A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intermed A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intermed A+ Cert Prep	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intermed Networking	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intermed Networking	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intermed Networking	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intermed Networking	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intermed Web Pages	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intermed Web Pages	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intermed Web Pages	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online

Intermed Web Pages	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	Online
Intro to Adobe Acrobat 5	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Adobe Acrobat 5	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Adobe Acrobat 5	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Adobe Acrobat 5	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Business Analysis	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Business Analysis	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Business Analysis	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Business Analysis	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Comp Game Industry	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Comp Game Industry	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Comp Game Industry	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Comp Game Industry	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Dreamweaver MX	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Dreamweaver MX	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Dreamweaver MX	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Dreamweaver MX	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Flash MX	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Flash MX	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Flash MX	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Flash MX	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Networking	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Networking	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Networking	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Networking	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Non-Profit Management	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Non-Profit Management	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Non-Profit Management	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Non-Profit Management	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to Oracle	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to Oracle	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to Oracle	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to Oracle	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to PC Troubleshooting	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to PC Troubleshooting	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online



Intro to PC Troubleshooting	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to PC Troubleshooting	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to QuickBooks	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to QuickBooks	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to QuickBooks	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to QuickBooks	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to SQL	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to SQL	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to SQL	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to SQL	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Intro to XML	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Intro to XML	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Intro to XML	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Intro to XML	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Javascript Pgming for Web	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Javascript Pgming for Web	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Javascript Pgming for Web	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Javascript Pgming for Web	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Laws of the Business Jungle	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Laws of the Business Jungle	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Laws of the Business Jungle	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Laws of the Business Jungle	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Leadership	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Leadership	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Leadership	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Leadership	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Mastery of Bus. Fundamentals	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Mastery of Bus. Fundamentals	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Mastery of Bus. Fundamentals	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Mastery of Bus. Fundamentals	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Medical Terminology	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Medical Terminology	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Medical Terminology	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Medical Terminology	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Personal Finance	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Personal Finance	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Personal Finance	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Personal Finance	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Project Mgmt @ e-Speed	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Project Mgmt @ e-Speed	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online

Project Mgmt @ e-Speed	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Project Mgmt @ e-Speed	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Project Mgmt Applications	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Project Mgmt Applications	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Project Mgmt Applications	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Project Mgmt Applications	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Project Mgmt Fundamentals	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Project Mgmt Fundamentals	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Project Mgmt Fundamentals	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Project Mgmt Fundamentals	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Publish It Yourself	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Publish It Yourself	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Publish It Yourself	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Publish It Yourself	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Resume Writing Workshop	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Resume Writing Workshop	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Resume Writing Workshop	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Resume Writing Workshop	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Secrets of Success & Achievement	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Secrets of Success & Achievement	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Secrets of Success & Achievement	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Secrets of Success & Achievement	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Speed Spanish	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Speed Spanish	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Speed Spanish	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Speed Spanish	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Start/Operate Home-Based Bus	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Start/Operate Home-Based Bus	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Start/Operate Home-Based Bus	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online
Start/Operate Home-Based Bus	Ed 2 Go	OptB:Varies	N	6	5/19	WF			thru 6/25	online
Stocks, Bonds, Investing, Oh, My	Ed 2 Go	OptB:Varies	N	6	2/18	WF			thru 3/26	online
Stocks, Bonds, Investing, Oh, My	Ed 2 Go	OptB:Varies	N	6	3/17	WF			thru 4/23	online
Stocks, Bonds, Investing, Oh, My	Ed 2 Go	OptB:Varies	N	6	4/21	WF			thru 5/28	online



Intro to Adobe Illustrator	Gates College	80%	N	6	3/15	MW	6:00 PM	9:30 PM	thru 3/31	GatesClg
Intro to Multimedia	Gates College	80%	N	6	2/23	MW	6:00 PM	9:30 PM	thru 3/10	GatesClg
Intro to Multimedia	Gates College	80%	N	6	4/20	TTh	6:00 PM	9:30 PM	thru 5/6	GatesClg
Intro to Quark Xpress	Gates College	80%	N	6	3/16	TTh	6:00 PM	9:30 PM	thru 4/1	GatesClg
Intro to Quark Xpress	Gates College	80%	N	6	4/19	MW	6:00 PM	9:30 PM	thru 5/5	GatesClg
Hypnotherapy as a Career	Genco, Frank	Opt A	N	10	3/15	Mon	7:00 PM	10:00 PM	thru 5/24; n/c 4/12	Socs108
Self-Hypnosis for Self Improvement	Genco, Frank	Opt A	N	1	4/1	Thur	7:00 PM	10:00 PM		Socs112
Think Thin, Be Thin, Stay Thin	Genco, Frank	Opt A	N	1	3/25	Thur	7:00 PM	10:00 PM		Socs112
Nego1: Art Getting What U Want	Georgen, Pearl	Opt A	N	1	2/26	Thur	6:30 PM	9:30 PM		Mu133
Nego2: How to Talk, What 2 Say	Georgen, Pearl	Opt A	N	1	3/4	Thur	6:30 PM	9:30 PM		Mu133
Nego3: Mastery of the Art	Georgen, Pearl	Opt A	N	1	3/11	Thur	6:30 PM	9:30 PM		Mu133
Nego4: Resolving Critical Issues	Georgen, Pearl	Opt A	N	1	3/18	Thur	6:30 PM	9:30 PM		Mu133
Nego5: Effective Persuasion	Georgen, Pearl	Opt A	N	1	3/25	Thur	6:30 PM	9:30 PM		Mu133
Nego6: Power Strategies	Georgen, Pearl	Opt A	N	1	4/1	Thur	6:30 PM	9:30 PM		Mu133
Nego7: Multiplying Effectiveness	Georgen, Pearl	Opt A	N	1	4/8	Thur	6:30 PM	9:30 PM		Mu133
Professional Mediator Course	Georgen, Pearl	Opt A	N	4	4/17	Sat	9:00 AM	4:00 PM	thru 5/8(class ends 1pm)	Socs109
Planning...Cornerstone of Successful business	Harris, Shirley	Opt A	N	1	4/6	Tues	6:30 PM	9:30 PM		Socs109
Successful Process Improvement	Harris, Shirley	Opt A	N	1	4/20	Tues	6:30 PM	9:30 PM		Socs109
Supv2: Effective Interviewing	Harris, Shirley	Opt A	N	1	3/16	Tues	6:30 PM	9:30 PM		Socs109
Supv2: Managing Conflict in Workplace	Harris, Shirley	Opt A	N	1	3/23	Tues	6:30 PM	9:30 PM		Socs109
Supv2: Teambuilding for Effective Performance	Harris, Shirley	Opt A	N	1	3/30	Tues	6:30 PM	9:30 PM		Socs109
SAT Prep	Hines, Fred	\$29/hr	N	4	2/28	Sat	10:00 AM	1:00 PM	thru 3/20	Socs111
Sml Bus: Bus Plan	J and B	Opt A	N	1	3/24	Wed	6:30 PM	9:30 PM		Socs109
Sml Bus: Finances, Records	J and B	Opt A	N	1	4/7	Wed	6:30 PM	9:30 PM		Socs109
Sml Bus: Mktng, Sales, Promo	J and B	Opt A	N	1	3/31	Wed	6:30 PM	9:30 PM		Socs109
Sml Bus: Operations&Mgmt	J and B	Opt A	N	1	3/17	Wed	6:30 PM	9:30 PM		Socs109
Sml Bus: Overview/Get Started	J and B	Opt A	N	1	3/10	Wed	6:30 PM	9:30 PM		Socs109

Starting Own Bus: Financial Mgmt	J and B	Opt A	N	1	5/5	Wed	6:00 PM	9:00 PM		Ingle Ctr
Starting Own Bus: getting started	J and B	Opt A	N	1	4/21	Wed	6:00 PM	9:00 PM		Ingle Ctr
Starting Own Bus: Power of Planning	J and B	Opt A	N	1	4/28	Wed	6:00 PM	9:00 PM		Ingle Ctr
Budgeting 4 Single Parents	Jefferson, Rhonda	Opt A	N	1	4/8	Thur	6:30 PM	9:30 PM		Socs204
Emotional Makeup Single Parent	Jefferson, Rhonda	Opt A	N	1	3/11	Thur	6:30 PM	9:30 PM		Socs204
Time Mgmt 4 Single Parent	Jefferson, Rhonda	Opt A	N	1	3/25	Thur	6:30 PM	9:30 PM		Socs204
HT Buy Home/Invest Prop at Discount	Jensen, Jeff	Opt A	N	1	2/28	Sat	9:30 AM	4:30 PM		Socs108
DreamBooks:Book to Business	Johnson, Belma	Opt A	N	1	4/17	Sat	10:00 AM	3:00 PM		Socs108
Free Range Thinking	Koze, John	40%	N	1	3/17	Wed	6:30 PM	9:30 PM		Socs111
Smartest Strat - Goals	Koze, John	40%	N	1	3/3	Wed	6:30 PM	9:30 PM		Socs111
The Art of Asking-Mentors	Koze, John	40%	N	1	3/31	Wed	6:30 PM	9:30 PM		Socs111
Conv. Spanish for Health Prof	Landry, Laura	Opt A-not less than 33.54/hr	Y	6	3/4	Thur	7:00 PM	9:00 PM	thru 4/8	Socs206
Conv.Spanish for Childcare Ctrs	Landry, Laura	Opt A-not less than 33.54/hr	Y	6	4/22	Thur	7:00 PM	9:00 PM	thru 5/13	Socs206
Get Ready, Get Set, Get Grants	Levine, Janet	\$75/hr	N	1	3/11	Thur	6:30 PM	9:30 PM		Mu210
The Fundamentals of Fundraising	Levine, Janet	\$75/hr	N	1	3/18	Thur	6:30 PM	9:30 PM		Mu210
Real Estate Appraisal	Levitan, Les	Opt A	N	1	3/2	Tues	7:00 PM	10:00 PM		Socs112
Life Drawing Marathons	LifePainting.com	Opt A	N	1	3/28	Sun	10:00 AM	5:00 PM		Artb205,09
Life Drawing Marathons	LifePainting.com	Opt A	N	1	4/25	Sun	10:00 AM	5:00 PM		Artb205,09
Life Drawing Marathons	LifePainting.com	Opt A	N	1	5/23	Sun	10:00 AM	5:00 PM		Artb205,09
Life Drawing Marathons	LifePainting.com	Opt A	N	1	2/1	Sun	10:00 AM	5:00 PM		Artb205,09
Tai Chi	Liu, Benny	Opt A	N	5	2/21	Sat	9:00 AM	10:15 AM	thru 3/20	PE233
Tai Chi	Liu, Benny	Opt A	N	5	4/3	Sat	9:00 AM	10:15 AM	thru 5/8; n/c 4/10	PE233
Tai Chi	Liu, Benny	Opt A	N	5	5/15	Sat	9:00 AM	10:15 AM	thru 6/19; n/c 5/29	PE233
Yoga - Intermediate	Market, Simone	Opt A	N	8	2/21	Sat	9:00 AM	10:15 AM	thru 4/10	PE2
Yoga - Intermediate	Market, Simone	Opt A	N	8	4/24	Sat	9:00 AM	10:15 AM	thru 6/19; n/c 5/29	PE2
Turn \$6000 into Millions	Martinson, Tom	Opt A	N	1	5/1	Sat	9:00 AM	4:30 PM	opt tour 4:30-5:30	Socs106
Project Management	McGranahan, Candace	\$40hr+\$5/stu	N	5	3/10	Wed	6:30 PM	9:30 PM	thru 4/7	Artb338
Get Going with QuickBooks (beg)	Mobile-Act LLC	Opt A	N	1	4/4	Sun	10:00 AM	4:00 PM		Bus4

Introduction to PhotoShop	Mobile-Act LLC	Opt A	N	2	3/21	Sun	10:00 AM	3:30 PM	3/28	Tech251
Keep Going with QuickBooks (int	Mobile-Act LLC	Opt A	N	1	4/18	Sun	10:00 AM	4:00 PM		Bus4
HT Become Mystery Shopper	Moran, Elaine	Opt A	N	1	4/3	Sat	10:00 AM	4:00 PM		Socs104
Belly Dancing-All levels	Nakano, Jeanne	40%	N	5	2/28	Sat	10:30 AM	12:00 PM	thru 3/27	PE233
Belly Dancing-All levels	Nakano, Jeanne	40%	N	5	4/3	Sat	10:30 AM	12:00 PM	thru 5/8; NC 4/10	PE233
Belly Dancing-All levels	Nakano, Jeanne	40%	N	5	5/22	Sat	10:30 AM	12:00 PM	thru 6/26; NC 5/29	PE233
Become a Notary in 8 Hours	Notary Public Sem	Opt A	N	2	3/9	TTh	6:30 PM	9:30 PM	3/11; test 3/13 in ss106	PE 204
Become a Notary in 8 Hours	Notary Public Sem	Opt A	N	2	5/10	MW	6:30 PM	9:30 PM	5/12 test 5/15 in ss106	SS112
Loan Signing Agent	Notary Public Sem	Opt A	N	1	3/28	Sun	9:00 AM	4:00 PM		Socs109
Loan Signing Agent	Notary Public Sem	Opt A	N	1	5/23	Sun	9:00 AM	4:00 PM		Socs109
Retire Early, Retire Young	Reddick, Marshall	Opt A	N	1	2/28	Sat	9:00 AM	4:30 PM	opt tour 4:30-5:30	BUS2
Floristry Training-Course 2	Rodriguez, Roxana	Opt A	N	8	2/21	Sat	9:00 AM	12:45 PM	thru 4/17; n/c 4/10	Artb15
Floristry Training-Course 3	Rodriguez, Roxana	Opt A	N	8	4/24	Sat	9:00 AM	12:45 PM	thru 6/25; n/c 5/8, 5/29	Artb15
AMA-Compensation Mgmt	Rose, Shelley	\$40/hr+\$5/s tu	N	5	4/20	Tues	6:30 PM	9:30 PM	thru 5/18	Mu205
AMA-Fund of HR Mgmt	Rose, Shelley	\$40/hr+\$5/s tu	N	5	3/2	Tues	6:30 PM	9:30 PM	thru 3/30	Mu205
Planning Your Estate	Schomer, Scott	Opt A	N	1	4/27	Tues	6:30 PM	9:30 PM		Socs112
Reading & Math Clinics	SCRM	70%	N	4	1/19	M-Th	3:30 PM	5:30 PM	thru 2/12	1455 Crensha w #200
Reading & Math Clinics	SCRM	70%	N	4	1/19	M-Th	5:30 PM	7:30 PM	thru 2/12	1455 Crensha w #200
Reading & Math Clinics	SCRM	70%	N	4	2/16	M-Th	3:30 PM	5:30 PM	thru 3/11	1455 Crensha w #200
Reading & Math Clinics	SCRM	70%	N	4	2/16	M-Th	5:30 PM	7:30 PM	thru 3/11	1455 Crensha w #200
Reading & Math Clinics	SCRM	70%	N	4	3/15	M-Th	3:30 PM	5:30 PM	thru 4/15; n/c 4/5-8	1455 Crensha w #200
Reading & Math Clinics	SCRM	70%	N	4	3/15	M-Th	5:30 PM	7:30 PM	thru 4/15; n/c 4/5-8	1455 Crensha w #200
Reading & Math Clinics	SCRM	70%	N	4	4/19	M-Th	3:30 PM	5:30 PM	thru 5/13	1455 Crensha w #200

Reading & Math Clinics	SCRM	70%	N	4	4/19	M-Th	5:30 PM	7:30 PM	thru 5/13	1455 Crenshaw #200
Reading & Math Clinics	SCRM	70%	N	4	5/17	M-Th	3:30 PM	5:30 PM	thru 6/10	1455 Crenshaw #200
Reading & Math Clinics	SCRM	70%	N	4	5/17	M-Th	5:30 PM	7:30 PM	thru 6/10	1455 Crenshaw #200
Conv Spanish-Beg 1	Shimko, Celina	Opt A	N	6	2/24	TTh	7:00 PM	9:00 PM	thru 3/11	MU209
Conv Spanish-Beg 2	Shimko, Celina	Opt A	N	6	3/23	TTh	7:00 PM	9:00 PM	thru 4/8	MU209
Conv Spanish-Inter 1	Shimko, Celina	Opt A	N	6	4/20	TTh	7:00 PM	9:00 PM	thru 5/6	MU209
Conv Spanish-Inter 2	Shimko, Celina	Opt A	N	6	5/18	TTh	7:00 PM	9:00 PM	thru 6/3	MU209
Chi Gung	Shozuya, Nadine	50/50	N	6	2/22	Sun	11:00 AM	12:00 PM	thru 3/28	Shozuya Kung Fu
Chi Gung	Shozuya, Nadine	50/50	N	6	4/25	Sun	11:00 AM	12:00 PM	thru 5/30	Shozuya Kung Fu
Intro to Kung Fu	Shozuya, Nadine	50/50	N	6	2/24	Tues	7:30 PM	8:30 PM	thru 3/30	Shozuya Kung Fu
Intro to Kung Fu	Shozuya, Nadine	50/50	N	6	4/27	Tues	7:30 PM	8:30 PM	thru 6/1	Shozuya Kung Fu
Tai Chi	Shozuya, Nadine	50/50	N	6	2/22	Sun	9:00 AM	10:00 AM	thru 3/28	Shozuya Kung Fu
Tai Chi	Shozuya, Nadine	50/50	N	6	4/25	Sun	9:00 AM	10:00 AM	thru 5/30	Shozuya Kung Fu
Gourd Decorating & Woodburning	Spier, Nadine	\$200/day	N	1	5/15	Sat	10:00 AM	4:00 PM		Artb215
Pine Needle Basketry	Spier, Nadine	\$200/day	N	1	3/27	Sat	10:00 AM	4:00 PM		Socs105
C-BEST Preparation-Math Only	Steiman, Henry	Opt A	N	1	3/13	Sat	9:00 AM	4:00 PM		Socs112
C-BEST Preparation-Math Only	Steiman, Henry	Opt A	N	1	5/22	Sat	9:00 AM	4:00 PM		Socs112
C-BEST Preparation & Review	Steiman, Henry	Opt A	N	3	2/28	Sat	9:00 AM	4:00 PM	3/6 & 3/13	Socs112
C-BEST Preparation & Review	Steiman, Henry	Opt A	N	3	5/8	Sat	9:00 AM	4:00 PM	5/15 & 5/22	Socs112
Become Certified Tax Preparer	WHA Companies	50%	N	5	3/6	Sat	8:00 AM	2:00 PM	thru 4/3	Socs108
Tax-Preparer's IRS Tax Forums	WHA Companies	50%	N	3	6/5	Sat	8:00 AM	11:00 AM	thru 6/19	Socs204*
Debt-Free Living	Yee, Seewing	Opt A	N	1	5/4	Tues	6:00 PM	9:30 PM		Socs109
Tax Strat/Solutins-Self Employed	Yee, Seewing	Opt A	N	1	5/6	Thur	6:00 PM	10:00 PM		Socs203

1. Christopher Aguilar--Police Cadet IV, \$9.50 per hour, Tuesday and Thursday, 8:00 a.m. to 4:00 p.m., effective December 16, 2003, through June 30, 2004, Campus Police, Administrative Services Area, to work as a police cadet, funded by Parking Services funds.
2. David Brown--Paraprofessional, \$15.00 per hour, Monday through Friday, 8:00 a.m. to 5:00 p.m. (varies), effective December 1, 2003, through February 28, 2004, Counseling and Student Services, Student and Community Advancement Area, to provide clerical support, funded by an ECC Foundation account.
3. Mark Burgin--Tutor VII, \$18.50 per hour, Monday and Tuesday, 11:30 a.m. to 4:00 p.m., effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
4. Malik Conway--Program Assistant I, \$8.00 per hour, Monday through Thursday, 3:00 to 7:00 p.m., effective December 16, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to provide Bookstore cashiering and stockroom/sales floor assistance, funded by District funds.
5. Manolita Formanes--Tutor VII, \$18.50 per hour, Monday through Thursday, 9:00 a.m. to noon, effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
6. Thu-Hang Hoang--Tutor VII, \$18.50 per hour, Monday through Thursday, 10:30 a.m. to noon, effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
7. Ryan Kisner--Summer Camp Director, \$25.00 per hour, Monday through Friday, 9:00 a.m. to 3:00 p.m., December 26-29, 2003, Health Sciences and Athletics, Academic Affairs Area, to direct a youth baseball camp program, funded by program fees.
8. Cynthia Lujano--Program Assistant I, \$8.00 per hour, Monday through Thursday, 7:30 a.m. to 7:00 p.m. (varies), effective December 16, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to provide Bookstore cashiering and stockroom/sales floor assistance, funded by District funds.
9. Stephanie Meilinger--Interpreter II, \$19.25 per hour, Sunday through Saturday (varies), 7:00 a.m. to 10:00 p.m., effective November 3, 2003, through June 30, 2004, Special Resource Center, Academic Affairs Area, to provide accommodation to students with Disabilities, funded by District and VATEA funds.



10. Brenda Naito--promotion from Bookstore Aide I, \$6.75 per hour to Bookstore Aide III, \$7.25 per hour, Monday and Wednesday, noon to 2:00 p.m., effective December 16, 2003, through June 30, 2004, Bookstore, Administrative Services Area, to assist in keeping the Bookstore shelves clean and organized and assist in cleaning outside the convenience stores, funded by District funds.
11. Min Namgoong--Tutor VII, \$18.50 per hour, Tuesday and Thursday, 4:00 to 5:00 p.m., effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
12. John Peterson--Tutor VII, \$18.50 per hour, Wednesday and Thursday, 10:00 a.m. to noon, effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
13. Mohammad Rahnavard--Tutor VII, \$18.50 per hour, Tuesday, 5:00 - 8:00 p.m. and Saturday, 10:00 a.m. to 2:00 p.m., effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
14. Yesenia Reyes--Program Assistant I, \$8.00 per hour, Tuesday and Thursday and Friday, 1:00 to 8:00 p.m. (varies), effective November 11 through December 21, 2003, Natural Sciences, Academic Affairs Area, to provide assistance in the MESA program, funded by MESA funds.
15. Yesenia Reyes--Paraprofessional, \$12.50 per hour, Tuesday and Saturday, 8:00 a.m. to 8:00 p.m. (varies), effective November 11 through December 21, 2003, Natural Sciences, Academic Affairs Area, to prepare and conduct math workshops for MESA program students, funded by P4E funds.
16. Alexa Root--Tutor VII, \$18.50 per hour, Monday and Wednesday, 3:00 - 5:00 p.m., effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
17. Shane Schumaker--Summer Camp Director, \$25.00 per hour, Monday through Friday, 9:00 a.m. to 3:00 p.m., December 26-29, 2003, Health Sciences and Athletics, Academic Affairs Area, to direct a youth baseball camp program, funded by program fees.
18. James Taylor--Tutor VII, \$18.50 per hour, Wednesday through Friday, 10:00 a.m. - 8:00 p.m. (varies), effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.

19. Ronald Wax--Tutor VII, \$18.50 per hour, Thursday, 2:30 - 4:00 p.m., effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
20. Claude Wezeman--Tutor VII, \$18.50 per hour, Monday and Wednesday, 9:00 a.m. - 7:00 p.m. (varies), effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.
21. Christie Yang--Tutor VII, \$18.50 per hour, Tuesday and Thursday, 4:00 - 5:00 p.m., effective February 17 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to provide advanced math tutoring, funded by District funds.

---

---

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

---

---

	<u>Page No.</u>
A. Environmental Impact Report and Facilities Master Plan.....	1
B. Contracts/Personal Service Agreements Valued at \$50,000 or Higher.....	1
C. Change Orders – Public Works Project.....	1
D. Board Policies.....	2
E. Purchase Orders.....	2

**A. ENVIRONMENTAL IMPACT REPORT AND FACILITIES MASTER PLAN**

It is recommended that the Board of Trustees take the following actions: (1) Certify the Facilities Master Plan Final Environmental Impact Report (SCH 2003061012) and adopt the Statement of Facts and Findings, Statement of Overriding Considerations and Mitigation Monitoring Program, and (2) Adopt the 2003 Facilities Master Plan.

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

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

**Employment Training Panel, State of California** – The El Camino College Center for Applied Computer Technology (ECC CACT) will provide training courses, to include training for up to 380 company employees, in production techniques, statistical process control, continuous improvement, management skills, business skills, computer skills and literary skills. Date of Service (approximate) November 21, 2003 – February 28, 2006 (3-year contract). Projected Income \$245,480; Projected expenses \$135,014; Projected net \$110,466. Account number 12-55130-00-709900-6478; Requisition #29222.

**Dept. of Justice, Bureau of Prisons** – The Workplace Learning Resource Center (WpLRC) will provide culinary arts training for the inmate population at Terminal Island. Contract period October 27, 2003 through September 30, 2004. Contract total \$63,911.40. Projected income for FY 2003/2004 \$47,933.55; projected expenses \$31,800; projected net \$16,133.55. Account # 12-55130-00-70100-6462; Balance of contract, \$15,977.85, due FY 2004/2005; Requisition #28979.

**South Bay Center for Counseling** – The El Camino College Workplace Learning Research Center (WpLRC) will provide the contractor with 100 hours of Microsoft Computer Training and Introduction to the Internet for approximately 36 trainees and 40 hours of U.S. Coast Guard/Standards for Training Certification & Watch Keeping to approximately 55 trainees, enrolled through the program with Los Angeles County Department of Children and Family Services (DCFS). Contract year October 1, 2003 – June 30, 2004. Projected Income \$100,000; projected expenses \$42,857; projected net \$57,143. Account number 12-55130-00-701000-6454. Requisition #29221.

**C. CHANGE ORDERS - PUBLIC WORKS PROJECT**

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

<u>Change Order No.</u>	<u>Contractor</u>	<u>Time Extension</u>	<u>Amount</u>
004	John Jory Corporation (B58186)	0	\$39,436

COR #049 - Additional Framing and Doors/Frames/Hardware

**D. BOARD POLICIES**

Title 5, §54400 requires that boards adopt a policy by December 31, 2003, that regulates solicitation of student credit cards on campus. The purpose of this policy is to regulate credit card marketing practices on campus. The procedure will fully inform students of their options as well as consequences of credit card misuse.

**Board Policy 5570                      STUDENT CREDIT CARD SOLICITATION**

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

See Administrative Procedures AP5570

Reference: Title 5, §54400; Civil Code §1747.02(m); and, Education Code §99030

El Camino College  
Adopted: \_\_\_\_\_

**E. PURCHASE ORDERS**

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

Run Date  
12/1/200

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

Meeting Date : 12-15-2003

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0061102	K-Line	Automotive Technology	Supplies	\$430.96
P0061103	Eddings Brothers	Automotive Technology	Supplies	\$434.83
P0061104	California Community College Leag	VP-SCA	Conferences Mgmt	\$295.00
P0061105	Mouser Electronics	Physics	Supplies	\$85.98
P0061106	Los Angeles County Tax Collector	Institutional Service	Regulatory	\$795.24
P0061107	Industrial Wholesale Electric	Facilities/Planning	Repairs Noninstructional	\$398.88
P0061108	South Coast Air Quality Management	Hazmat Disposal	Other Services And Expense	\$8,886.50
P0061109	Three Star Promotions	Health Sciences	Fundraising	\$762.60
P0061110	Torrance Postmaster	Fine Arts	Supplies	\$523.67
P0061111	Mid City Mailing Services	Fine Arts	Supplies	\$385.00
P0061112	Torrance Chamber of Commerce	Public Information	Conferences Mgmt	\$35.00
P0061113	Leslie W. Woodson	Fine Arts	Supplies	\$75.00
P0061114	Richard Schmunk	Fine Arts	Supplies	\$75.00
P0061115	Sandra J. Nitchman	Fine Arts	Supplies	\$50.00
P0061116	Jason Guibert	Fine Arts	Supplies	\$50.00
P0061117	Christopher P. Tannahill	Ctr for Arts Instr/A	Contract Services	\$150.00
P0061118	Milo Martin/Projector Press	Ctr for Arts Instr/A	Contract Services	\$150.00
P0061119	Rich Ferguson	Ctr for Arts Instr/A	Contract Services	\$150.00
P0061120	Michelle R. Brewbaker	Fine Arts	Supplies	\$75.00
P0061121	Allyson Bates	Fine Arts	Supplies	\$75.00
P0061122	Bruce Spain	Division Office Fine	Conferences Mgmt	\$286.50
P0061123	Phyllis S. Fowler	Fine Arts	Supplies	\$600.00
P0061124	Harold L. Tyler	Student Affairs	Conferences Mgmt	\$15.00
P0061125	Quality Business Machines	Purchasing and Bus.	Repairs Noninstructional	\$103.46
P0061126	Enterprise Rent-A-Car	Transfer Center	Transportation	\$79.99
P0061127	Dell Marketing L. P.	Community Advancement	New Computer Equipment-Ins	\$37,091.65
P0061128	Auto Door	Facilities/Planning/	Repairs Noninstructional	\$449.75
P0061129	Destyn M. LaPorte	El Camino Language	Other Books	\$374.34
P0061130	Minolta Business Systems	Division Office Bus.	Supplies	\$133.41
P0061131	Mass Press	Division Office Bus.	Supplies	\$33.56
P0061132	Genesis Computer Systems, Inc	VATEA I&T	Supplies	\$10,517.59
P0061133	Image IV Systems	Admissions/Records	Supplies	\$290.11
P0061134	Wired Accessories, Inc.	Health, Safety	Supplies	\$18.33
P0061135	American Express Travel	Purchasing and Bus.	Conferences Mgmt	\$212.00
P0061136	Mcmaster Carr	VATEA I&T	Supplies	\$1,244.11
P0061137	Refrigeration Supplies Dist	VATEA I&T	Supplies	\$2,543.10
P0061139	Johnstone Supply	VATEA I&T	Supplies	\$1,457.48
P0061140	Administrative Service Co-Op	TANF	Transportation/ Mileage	\$500.00
P0061141	School Events	Student Affairs	ASB Exp.	\$150.42
P0061142	Discount School Supply	CDC	Supplies	\$193.80
P0061143	Time Clock Sales and Service	Cosmetology	Supplies	\$160.95
P0061144	Graybar Electric	Telecommunications	Supplies	\$527.52

December 15, 2003

Administrative Services – 3

P0061145	U.S. Government Printing Office	Career Center	Publications/ Periodicals	\$30.00
P0061146	S & B Food Services Catering Serv	Counseling Office	Supplies	\$305.21
P0061147	Goserco, Inc.	Parking-Student Perm	Repairs Noninstructional	\$865.00
P0061148	Source 4	Fiscal Services	Supplies	\$491.80
P0061149	Pacific Coast Office Products	Fiscal Services	Supplies	\$487.13
P0061150	S & B Food Services Catering Serv	Student Affairs	ASB Exp.	\$466.81
P0061151	Pacific Coachways	El Camino Language	Student Transportation	\$325.44
P0061152	Mitchell 1	Automotive Technology	Other Books	\$428.89
P0061153	Facets Multimedia, Inc.	Family Consumer Stud	Supplies	\$58.82
P0061154	Thompson Trophy	Student Affairs	ASB Exp.	\$126.65
P0061155	Bozena Morton	Univ- Silesia,Ciesz	Supplies	\$35.96
P0061156	Courtyard Fresno	Health Sciences	Supplies	\$736.96
P0061157	Xpedx Paper & Graphics	Copy Center	Supplies	\$246.70
P0061158	Leach Printers Supply Co., Inc.	Copy Center	Supplies	\$286.03
P0061159	A-1 Florist	Student Affairs	ASB Exp.	\$151.00
P0061160	Sars Software Products, Inc.	SARS Implementation	New Equipment – Noninstruc.	\$1,583.25
P0061161	Armstrong Medical Industries	Physical Education	Supplies	\$168.88
P0061162	SWACC	Purchasing and Bus.	Liability - Self Insurance	\$1,006.00
P0061163	Lexipol Llc	Parking-Student Perm	Self Insurance Legal Fees	\$1,950.00
P0061164	Joseph M. Georges	CA Virtual Comm Coll	Supplies	\$32.46
P0061165	Time Clock Sales and Service	Facilities/Planning	Repairs Noninstructional	\$84.53
P0061166	Pasco Scientific	Natural Sci.	New Equipment - Instructi	\$678.65
P0061167	Sandra J. Nitchman	Fine Arts	Supplies	\$75.00
P0061168	Jason Guibert	Fine Arts	Supplies	\$75.00
P0061169	Debbie Minnichelli	Fine Arts	Supplies	\$75.00
P0061170	Sargent Welch Scientific	Health, Safety	Supplies	\$768.58
P0061171	Apple Computer, Inc.	Division Office Huma	New Equipment - Instructi	\$2,749.55
P0061172	American Express Travel	Admissions/Records	Conferences Mgmt	\$192.00
P0061173	Westchester Chamber of Commerce	Presidents Office	Dues And Memberships	\$250.00
P0061174	CQIN 1999 Summer Institute	Presidents Office	Dues And Memberships	\$875.00
P0061176	Matson Printing	Title V CSUDH	Reproduction – Noninstruc.	\$1,232.43
P0061177	Matson Printing	Title V CSUDH	Reproduction – Noninstruc.	\$217.58
P0061178	American Express Travel	Public Information	Conferences Mgmt	\$125.30
P0061180	Memphis Net & Twine Co., Inc.	Physical Education	Supplies	\$719.31
P0061181	Hopper Service Parts Company	Automotive Technology	Supplies	\$101.72
P0061182	Community College League of Calif	TTIP Library Automat	Other Services And Expense	\$7,591.00
P0061183	Time Clock	Purchasing and Bus.	Repairs Noninstructional	\$200.00
P0061184	Rp Group, the	VP-SCA	Conferences Mgmt	\$57.00
P0061185	A-1 Office Plus	DSPS	Supplies	\$30.29
P0061186	Arch Wireless	Telecommunications	Other Services And Expense	\$23.40
P0061187	Unique Products	Grounds	Supplies	\$2,035.10
P0061188	N.C.C.J.	Student Affairs	ASB Exp.	\$800.00
P0061189	Holiday Inn	Ctr for Arts Promo	Center For The Arts Misc.	\$637.32
P0061190	Pacific Parking Systems, Inc.	Parking-Student Perm	Supplies	\$3,642.25
P0061191	Southland Printing Co.	Parking-Student Perm	Supplies	\$816.29
P0061192	Shredder Specialties	Parking-Student Perm	Repairs Non Instr	\$199.67
P0061193	Janet L. Young	Title V CSUDH	Supplies	\$97.39
P0061194	N.C.C.J.	Student Affairs	A/P Manually Generated	\$200.00
P0061195	San Diego Community College Distr	International Educat	Dues And Memberships	\$400.00
P0061196	Delphin Computer Supply	International Educat	Supplies	\$259.10
P0061197	Michael J. Yepp	Student Affairs	A/P Manually Generated	\$1,944.00

P0061198	American Express Travel	Student Affairs	ASB Exp.	\$496.50
P0061199	American Express Travel	Student Affairs	Conferences Mgmt	\$165.50
P0061200	Brent Northrup NPDA Treasurer	Speech Communication	Dues And Memberships	\$30.00
P0061201	Total Imaging Systems	Planning/ Research	Supplies	\$208.00
P0061202	Kim Abeles	Fine Arts	Supplies	\$1,800.00
P0061203	Nick Rail Music	Radiologic Tech Dona	Supplies	\$500.00
P0061204	South Bay Wildlife Rehabilitation	Life Sciences	Contract Services	\$250.00
P0061205	Patricia K. Yanaga	VATEA Supplementary	Supplies	\$127.22
P0061206	Linda Lew	VATEA Supplementary	Supplies	\$139.90
P0061207	DL Graphics	SBDC Program Income	Supplies	\$194.85
P0061208	California Association for Local	Ed & Community Devel	Dues And Memberships	\$75.00
P0061209	Sage Publications, Inc.	Community Advancement	Publications/ Periodicals	\$90.00
P0061210	Image Solutions	Admissions/Records	Postage	\$9,300.00
P0061211	L.A. Weekly	Ctr for Arts Promo	Multi Media Advertising	\$932.00
P0061212	American Educational Opportunity	International Student	Conferences Mgmt	\$13,850.00
P0061213	Redondo Beach Chamber of Commerce	Presidents Office	Dues And Memberships	\$220.00
P0061214	Harold L. Tyler	Student Affairs	Conferences Mgmt	\$51.00
P0061215	Sandra P. DeMos	CDC	Dues And Memberships	\$50.00
P0061217	Lori B. Medigovich	Humanities	Supplies	\$788.23
P0061218	Paradise Awards	Health Sciences	Supplies	\$366.32
P0061219	Laidlaw Education Services	Student Affairs	ASB Exp.	\$481.20
P0061220	Mass Press	Presidents Office	Supplies	\$33.56
P0061221	American Express Travel	Presidents Office	Conferences Mgmt	\$250.80
P0061222	Joseph J. Derthick	Fine Arts	Supplies	\$75.00
P0061223	Deatrice Shernell	EOPS	Contract Services	\$300.00
P0061224	Environmental Office Concepts Inc	Counseling Office	Supplies	\$99.00
P0061226	Bicepp	Health, Safety	Dues And Memberships	\$50.00
P0061228	Professional Training Associate	Public Information	Publications/ Periodicals	\$67.00
P0061229	CCPRO	Public Information	Dues And Memberships	\$50.00
P0061231	Edits Publishers	Career Center	Supplies	\$167.32
P0061233	Direct Electric	Facilities/Planning	Repairs Noninstructional	\$310.00
P0061234	Alldata	Automotive Technology	Publications Periodicals	\$1,055.44
P0061235	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$933.77
P0061237	Delphin Computer Supply	EOPS	Supplies	\$54.13
P0061238	Marcom Connections	Title V-Activity 1	Supplies	\$2,072.31
P0061240	Aioli's Restaurant	Humanities	Supplies	\$350.00
P0061241	S.H.P.E. Inc.	Student Affairs	ASB Exp.	\$1,400.00
P0061244	Toys "R" Us	Student Affairs	ASB Exp.	\$1,000.00
P0061245	Bill Young Productions, Inc.	Ctr for Arts Promo	Supplies	\$130.00
P0061246	Metropolitan Cooperative Library	Instructional Service	Library Books	\$200.11
P0061247	Highsmith Company Inc.	Division Office Inst	Supplies	\$496.22
P0061248	Judy Kasabian	ATE-Articulation Par	Supplies	\$387.00
P0061249	Discount Audio, Inc.	Physical Education	Supplies	\$312.00
P0061250	Archie Ivy, Inc.	Concrete Walkway	Site Improvements	\$1,569.63
P0061252	Committee on Accreditation	Resp. Therapy	Dues And Memberships	\$1,300.00
P0061253	Black Issues in Higher Ed	VP-SCA	Publications/ Periodicals	\$40.00
P0061254	Judith Norton	CA Virtual Comm Coll	Supplies	\$168.60
P0061256	NCS	Information Technology	Supplies	\$410.27
P0061257	Sandra P. DeMos	CDC	Dues And Memberships	\$75.00
P0061258	Van Nguyen	Counseling Office	Supplies	\$51.43
P0061259	NCS	TTIP Plan A/B Plan	Software	\$1,797.93



P0061260	CLEARs Wendy Phelps, SSSC	Parking-Student Perm	Dues And Memberships	\$35.00
P0061261	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$119.00
P0061263	AAFPE Headquarters	Legal Assistance	Dues And Memberships	\$350.00
<b>Total :</b>		<b>147</b>		<b>\$153,628.42</b>
B0036545	California Trade & C	SBDC C02-0040 1/03 -	other Misc State Rev	\$1.00
B0052871	Enterprise Rent-A-Ca	Journalism	Transportation	\$633.18
B0057546	Rei, Harbor UCLA Med	Physical Education	Contract Services	\$1.00
B0058119	The Children's Colle	WPLRC Technical Inst	Contract Services	\$1.00
B0058121	Community Colleges	model approaches to	Contract Services	\$1.00
B0058154	Cedars-Sinai Medical	Nursing	Supplies	\$1.00
B0058170	Tri-Star Electronics	Cact CA Employee Tra	Contract Services	\$1.00
B0058206	Center for Cultural	SBDC C02-0040 1/03	Contract Services	\$45,577.29
B0058237	Tri-Star Electronics	Cact CA Employee Tra	Contract Services	\$1.00
B0058305	IAE Edu Net	EI Camino Language	Contract Services	\$120.00
B0058306	Educon International	EI Camino Language	Contract Services	\$240.00
B0058314	Hydra Electric Compa	Contract Training	Contract Services	\$1.00
B0058316	CVMC Queen of the Va	Paramedic Academy	Contract Services	\$1.00
B0060870	Ami Publishing, Inc	Mini Grant #8/#9	Printing	\$2,857.80
B0061075	Daily Breeze, the	Purchasing and Bus.	Repairs Noninstructional	\$600.00
B0067652	E. I. T. Educaton Ce	EI Camino Language	Contract Services	\$480.00
B0067819	Enterprise Rent-A-Ca	MESA Program	Transportation	\$750.00
B0067850	Mt. San Antonio Coll	LA Cty Hlth Svc/Mt.	Contract Services	\$1.00
B0067851	FCI Terminal Island	WPLRC Skills Enhance	Contract Services	\$1.00
B0067855	Fawnda Sandoval	Foster Care Education	PSA Contract Services	\$222.00
B0067858	Barbara J. Kouba	Victorville Office	PSA Contract Services	\$8,400.00
B0067862	Dowden Associates	Planning/ Research	Contract Services	\$14,117.40
B0067881	Estwick & Associates	ILP 10/1/03 thru 06	Contract Services	\$6,771.00
B0067883	All Phase Environment	Science Complex Cons	Architects And Engineers	\$20,000.00
B0067885	Daily Breeze, the	Architect Fees & Eng	Architects And Engineers	\$2,500.00
B0067887	Mandla Kayise	ILP 10/1/03 thru 06	PSA Contract Services	\$5,587.00
B0067888	Deanna Quesada	model approaches	PSA Contract Services	\$3,367.00
B0067889	Reginald McCoy	model approaches	PSA Contract Services	\$2,072.00
B0067890	Nzingha Family Servi	KEPS 09/02thru06/03	PSA Contract Services	\$2,072.00
B0067891	Evelyn Mason	KEPS 09/02thru06/03	PSA Contract Services	\$2,072.00
B0067892	Deanna Quesada	KEPS 09/02thru06/03	PSA Contract Services	\$1,295.00
B0067893	Craig A. Mitchell	SBDC CITD	PSA Contract Services	\$1,500.00
B0067894	Marsha Oliver	Foster Care Education	PSA Contract Services	\$222.00
B0067895	Cal Met Services	Utilities	Waste Disposal	\$40,000.00
B0067896	Juan Diaz	Ed & Community Devel	Other Services And Expense	\$1,500.00
B0067898	Kelly J. Gilmore	Foster Care Education	PSA Contract Services	\$74.00
B0067899	Reginald McCoy	Foster Care Education	PSA Contract Services	\$222.00
B0067900	Mary Hibbard	Foster Care Education	PSA Contract Services	\$148.00
B0067901	Community College	ILP 10/1/03 thru 06	Contract Services	\$1.00
B0067902	The Community College	CalWORKs	Contract Services	\$1.00
B0067903	Community Legal Serv	CalWORKs	Contract Services	\$1.00
B0067904	Global Partners, Inc	EI Camino Language	Contract Services	\$360.00
B0067905	Koraus Education Cen	EI Camino Language	Contract Services	\$360.00
B0067906	America Vietnam Comp	EI Camino Language	Contract Services	\$360.00
B0067907	City of Torrance Rev	Institutional Service	Regulatory	\$747.26
B0067908	Torrance Memorial	Nursing	Supplies	\$1.00

December 15, 2003

Administrative Services – 6

B0067909	Centinela Hospital	Nursing	Supplies	\$1.00
B0067911	LONG BEACH Uniforms	P4E INGLEWOOD FIRE	Supplies	\$8,000.00
B0067912	ECC BOOKSTORE	Division Office Bus.	Other Books	\$400.00
B0067913	Community College	Early Steps to Emanc	Contract Services	\$1.00
B0067914	Maricopa County Comm	RITC 10/1/03 - 9/30/	Contract Services	\$716.00
B0067915	American River Colle	RITC 10/1/03 - 9/30/	Contract Services	\$3,958.00
B0067916	Diversified Publicat	(STCW) Standards	Other Books	\$560.00
B0067917	Ashley Paige	Ctr for Arts Promo	PSA Contract Services	\$1,000.00
B0067919	Cedars-Sinai Medical	Nursing	Supplies	\$1.00
B0067920	Network Presence, LI	Telecommunications	Maintenance Contracts	\$10,252.00
B0067921	Cook Equipment Co.	Electric Shop	Supplies	\$1,500.00
B0067922	ECC BOOKSTORE	Division Office Fine	Other Books	\$600.00
B0067923	Jamison Properties,	00-01 P4E INGLEWOOD	Building Rental	\$77,000.00
B0067924	Gerardo D. Rios	SBDC C02-0040 1/03	PSA Contract Services	\$3,080.00
B0067925	Toft Wolff Farrow	Replace Air Handlers	Contract Services	\$11,350.00
B0067926	Linda S. Jones	Foster Care Education	PSA Contract Services	\$296.00
B0067927	Ancon	Hazmat	Waste Disposal	\$3,000.00
	<b>Total :</b>	<b>63</b>		<b>\$286,956.93</b>
	<b>Total POs and BPOs :</b>	<b>210</b>	<b>TOTAL :</b>	<b>\$440,585.35</b>

December 15, 2003

Administrative Services – 7

---

---

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

---

---

	<u>Page No.</u>
I. INFORMATION	
A. Equipment/Technology Expenditures .....	2
B. Preliminary Projects Budget .....	3
C. Citizens’ Bond Oversight Committee .....	5
II. APPROVAL	
A. Contracts/Personal Service Agreements valued at \$50,000 or Higher .....	5
B. Bid Awards .....	6
III. RATIFICATION	
A. Purchase Orders .....	6
B. Change Orders .....	7

## Measure E

### I. INFORMATION

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

<b><u>Instructional Equipment</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance</u></b>
Behavioral & Social Science (0601)	61,038	0	61,038
Business (0602)	505,750	0	505,750
Fine Arts (0603)	379,300	121,506	257,794
Health Science & Athletics (0605)	178,553	124,722	53,831
Humanities (0606)	207,251	123,356	83,895
Industry & Technology (0607)	494,133	176,276	317,857
Learning Resources (0609)	490,484	0	490,484
Mathematical Sciences (0610)	242,547	153,337	89,210
Natural Sciences (0611)	545,757	39,891	505,866
Nursing (0612)	108,000	108,000	0
Total Instructional Equipment	3,212,813	847,088	2,365,725
<b><u>Technology</u></b>			
Information Technology Services (0608)	514,652	345,795	168,857
Total Technology	514,652	345,795	168,857
<b><u>Other Equipment</u></b>			
Admissions & Records (0613)	146,855	59,592	87,263
Counseling (0613)	3,109	0	3,109
CalWorks (0613)	3,150	460	2,690
EOP&S (0613)	2,825	313	2,512
Facilities Planning & Services (0603)	186,030	112,602	73,428
Health Center (0613)	18,700	8,728	9,972
Financial Aid (0613)	1,600	706	894
Assessment & Testing (0613)	850	0	850
Inglewood Center (0613)	5,500	0	5,500
Total Other Equipment	368,619	182,401	186,218
Grand Total	4,096,084	1,375,284	2,720,800

## B. PRELIMINARY PROJECTS BUDGETS

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

The following table reports expenditures through October 31, 2003.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS</b>			
	<b>BUDGET</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization (ACM)</u></b>			
Acquisitions (0201)	5,000,000		5,000,000
Architectural Barrier Removal Phase 2 (0202)	1,529,000		1,529,000
Athletic Education and Fitness Complex (0203)	15,718,000		15,718,000
Bookstore/Cafeteria Conversion to Administration (0204)	10,700,000		10,700,000
Business Building Replacement (0205)	10,700,000		10,700,000
Central Plant (0206)	14,274,000		14,274,000
Child Development Center Phase 2 (0207)	2,525,000		2,525,000
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000		1,100,000
Fire Academy Structure (0209)	791,375		791,375
Fire Program Facility (0210)	123,000		123,000
Health Occupations and Wellness Center (0211)	12,200,000		12,200,000
Humanities Complex Replacement (0212)	20,500,000		20,500,000
Learning Resource Center Addition (0213)	7,100,000		7,100,000
Manhattan Beach Blvd. Parking Structure (0214)	10,400,000		10,400,000
Remodeling Phase One (0215)	17,461,625	249,133	17,212,492
Remodeling Phase Two (0216)	8,715,875		8,715,875
Remodeling Phase Three (0217)	20,000,000		20,000,000
Reproduction and Publishing Center (0218)	668,000		668,000
Science Complex Renovation (0219)	3,986,000	2,709,334	1,276,666
Student Services and Activities Renovation (0220)	20,300,000		20,300,000
Temporary Space and Relocation Costs (0221)	2,000,000	45,750	1,954,250
Vocational Building and Manhattan Beach Blvd. Entry (0222)	11,500,000		11,500,000
Master Planning (to be reallocated in Jan. (0223)		1,119,804	(1,119,804)
Reserve for Contingencies (0299)	7,339,027		7,339,027
<b>Total Additional Classrooms and Modernization</b>	<b>204,630,902</b>	<b>4,124,021</b>	<b>200,506,881</b>
<b><u>Campus Site Improvements: Accessibility, Safety/Security (CSI)</u></b>			
Asphalt Resurfacing - All Lots (0301)	400,000	11,854	388,146
Emergency Generators and Distribution (0302)	1,400,000		1,400,000
Emergency Power to Security Lighting (0303)	175,000		175,000
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000		400,000
Fencing Replacement and Additions (0305)	375,000		375,000

Landscaping and Irrigation System Replacements (0306)	2,540,000		2,540,000
Lighting - Redondo Beach Blvd. (0307)	230,000		230,000
Lighting - Upgrade/Replace All Lots (0308)	2,500,000		2,500,000
Lot F Parking Structure Improvements (0309)	1,632,000		1,632,000
Lot H Parking Structure (0310)	10,400,000		10,400,000
Paving Replacement - All Walks and Driveways (0311)	2,187,000		2,187,000
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600		81,600
Security Video (0313)	180,000		180,000
Voice/Data/Signal Site Duct Bank (0314)	1,200,000		1,200,000
Reserve for Contingencies (0399)	4,734,548		4,734,548
<b>Total Campus Site Improvements: Accessibility, Safety/Security</b>	<b>28,435,148</b>	<b>11,854</b>	<b>28,423,294</b>
<b><u>Energy Efficiency Improvements (EEI)</u></b>			
Energy Efficiency Improvements Phase One (0401)	9,184,855		9,184,855
Energy Efficiency Improvements Phase Two (0402)	4,496,995		4,496,995
Reserve for Contingencies (0499)	3,137,248		3,137,248
<b>Total Energy Efficiency Improvements</b>	<b>16,819,098</b>	<b>0</b>	<b>16,819,098</b>
<b><u>Health and Safety Improvements (HSI)</u></b>			
Administration (0501)	3,736,372		3,736,372
Art & Behavioral Sciences (0502)	5,046,800		5,046,800
Art North Wing (0503)	1,119,716		1,119,716
Auxiliary Warehouse (0504)	105,042		105,042
Campus Theatre (0505)	1,814,262		1,814,262
Chilled Water System (0506)	3,574,600		3,574,600
Communications (0507)	1,359,812		1,359,812
Construction Technology (0508)	1,140,822		1,140,822
Domestic Water System (0509)	2,488,800		2,488,800
Facilities and Receiving (0510)	1,046,150	35,258	1,010,892
Fire Alarm (0511)	286,700		286,700
Firelines (0512)	3,580,700		3,580,700
Hazardous Materials Abatement (0513)	2,400,000	4,150	2,395,850
Heating Water System (0514)	1,252,330		1,252,330
Library (0515)	2,326,540		2,326,540
Marsee Auditorium (0516)	5,225,992		5,225,992
Math & Computer Sciences (0517)	4,330,512		4,330,512
Music (0518)	2,832,840		2,832,840
Natural Gas System (0519)	341,600		341,600
North Gymnasium (0520)	2,145,126	182,628	1,962,498
Physical Education and Men's Shower (0521)	2,462,936		2,462,936
Planetarium (0522)	285,480		285,480
Pool and Health Center (0523)	2,018,573		2,018,573
Primary Electrical Distribution System (0524)	18,934,400	15,000	18,919,400
Reimbursements (0525)	1,800,000	1,456,353	343,647
Security Systems (0526)	1,363,350		1,363,350
Sewer System (0527)	1,964,200		1,964,200
Social Sciences (0528)	1,807,918		1,807,918
South Gymnasium (0529)	733,586		733,586
Storm Drain System (0530)	481,656		481,656
Technical Arts (0531)	1,891,976		1,891,976
Women's Shower and Locker (0532)	2,918,484		2,918,484

Reserve for Contingencies (0599)	1,190,001		1,190,001
<b>Total Health and Safety Improvements</b>	<b>84,007,276</b>	<b>1,693,389</b>	<b>82,313,887</b>
<b><u>Information Technology and Equipment (ITE)</u></b>			
Behavioral and Social Sciences (0601)	579,077	0	579,077
Business (0602)	1,123,650		1,123,650
Facilities Planning and Services (0603)	1,818,724	112,602	1,706,122
Fine Arts (0604)	2,805,096	121,506	2,683,590
Health Sciences and Athletics (0605)	1,203,993	124,722	1,079,271
Humanities (0606)	607,033	123,356	483,677
Industry and Technology (0607)	1,771,641	176,276	1,595,365
Information Technology (0608)	14,557,510	345,795	14,211,715
Learning Resources (0609)	4,665,775		4,665,775
Math (0610)	688,661	153,337	535,324
Natural Sciences (0611)	3,002,285	39,891	2,962,394
Nursing (0612)	252,651	108,000	144,651
Student and Community Advancement (0613)	567,500	69,799	497,701
Phase II, III, IV Purchases (0697)	17,025,000		17,025,000
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,541,949		3,541,949
<b>Total Information Technology and Equipment</b>	<b>58,674,739</b>	<b>1,375,284</b>	<b>57,299,455</b>
<b><u>Physical Education Facilities Improvements (PEFI)</u></b>			
Baseball Field (0701)	1,091,800		1,091,800
North Field (0702)	481,600		481,600
Sand Volleyball Courts (0703)	12,300		12,300
Reserve for Contingencies (0799)	363,601		363,601
<b>Total Physical Education Facilities Improvements</b>	<b>1,949,301</b>		<b>1,949,301</b>
	<b>\$394,516,464</b>	<b>\$7,204,548</b>	<b>\$387,311,916</b>

**C. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for January 28, 2004, at 8 a.m.

**II. APPROVAL**

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

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

**Moine Bros.** – Project: Fuel Dispensing Pump Replacement. Contractor is to provide construction services to replace fuel dispensing and all associated equipment per applicable codes. Dates of service: TBD; cost \$57,000; account number 42-56120-01-710000-0510; Blanket Purchase Order #69086.

**Psomas** – Provide civil engineering, surveying and related services regarding the District’s Master Plan, as follows:

Task 1 – Prepare Composite Utility Record Drawings Campus Wide by conducting field reconnaissance, mapping and including all invert and rim elevations on gravity flow systems.

Task 2 – Prepare a site utility routing plan for campus utility distribution and building specific utility routings. Prepare a cost estimate based upon the recommended routing plan.

Dates of service: 7/1/03 – 6/30/04. Cost: \$101,500. Account number 42-56211-01-710000-0223; Blanket Purchase Order #69103.

**B. BID AWARDS**

None

**III. RATIFICATION**

**A. PURCHASE ORDERS**

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



Run Date  
12/1/200

## El Camino Community College District Measure "E" Purchase Order Listing

Meeting Date : 12-15-2003

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0069080	Micro Direct	Health Sciences	New Equipment - Instruc.	\$10,040.55
P0069081	The Nagel Network	Health Sciences	New Equipment – Instruc.	\$1,293.59
P0069082	Delphin Computer Supply	Student & Community	New Equipment – Instruc.	\$705.79
P0069083	Delphin Computer Supply	Student & Community	New Equipment – Instruc.	\$312.84
P0069084	Snap-On Industrial	Industry & Technology	New Equipment – Instruc.	\$68,832.84
P0069087	Tyco Healthcare Mallinckrodt	Health Sciences	New Equipment – Instruc.	\$17,803.23
P0069088	Special Respiratory Care	Health Sciences	New Equipment – Instruc.	\$231.91
P0069089	Advanced Medical Prdts	Health Sciences	New Equipment – Instruc.	\$4,185.33
P0069090	Bedfont	Health Sciences	New Equipment – Instruc.	\$1,248.23
P0069091	Tri-Anim Quotation	Health Sciences	New Equipment – Instruc.	\$8,352.00
P0069092	Dell Marketing L. P.	Math	New Equipment – Instruc.	\$150,204.24
P0069093	Dell Marketing L. P.	Student &Community	New Equipment – Instruc.	\$8,727.69
P0069098	Accents Plus	Fine Arts	New Equipment – Instruc.	\$1,282.09
P0069102	Www.Dartek.Com	Facilities and Recei	Remodeling & Renovations	\$161.30
<b>Total :</b>		<b>14</b>		<b>\$273,381.63</b>
B0069041	Ford Graphics	Master Planning	Blue Printing - Construction	\$12,000.00
<b>Total :</b>		<b>1</b>		<b>\$12,000.00</b>
<b>Total POs and BPOs :</b>		<b>15</b>	<b>TOTAL :</b>	<b>\$285,381.63</b>

### **B. CHANGE ORDERS**

None

---

---

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

---

---

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-9
B. Classified Professional Growth .....	9
C. New Classified Position Classification and Specifications .....	10, 11-12
D. Notice and Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino Police Officers Association.....	10
E. Volunteers .....	10

## A. EMPLOYMENT AND PERSONNEL

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

### **Certificated Personnel:**

1. Retirement – Dr. James T. Rozolis, full-time instructor of Physiology, effective June 14, 2004, and that a plaque be prepared and presented to him in recognition of his service to the District since 1966.
2. Change in Assignment – Ms. Vera Cheng, part-time Counselor in Counseling Services to part-time First Year Experience Counselor in Enrollment Services, effective September 22, 2003 through January 31, 2004.
3. Amend Special Assignment – Ms. Peggy Kidwell-Udin, part-time instructor of Nursing, to be paid \$71.28 an hour instead of \$49.05 an hour, not to exceed 27 hours or \$2,000, to team teach beginning classes in RN program through WpLRC, effective November 18, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
4. Special Assignment – Ms. Linda Leon, full-time instructor of Nursing, to coordinate and develop nursing program through WpLRC and interface with professional organizations, to be paid \$49.05 an hour, not to exceed \$6,000, effective December 16, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 14(c).
5. Special Assignment – Ms. Lucinda Bramlett, part-time instructor of Nursing, to team teach beginning classes in nursing program through WpLRC (for credit classes), to be paid \$55.89 an hour, not to exceed \$1500 or 27 hours, effective December 16, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
6. Special Assignment – Mr. Wayne Wilson, part-time instructor of Culinary Arts to conduct for credit Culinary Arts courses at FCI Terminal Island paid for through a grant from the Department of Justice, to be paid \$59.22 an hour for lecture and \$46.44 for lab, not to exceed \$10,000, effective December 16, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
7. Special Assignment – Mr. Oscar Lee Douglas, part-time instructor of Study Techniques, to teach Community Education classes, to be paid \$29.00 an hour, not to exceed \$203, effective January 2 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
8. Special Assignment – Ms. Kyra Tatman, part-time instructor of Nursing, to substitute as needed for WpLRC Nursing Grant, to be paid \$49.05 an hour, not to exceed 20 hours or \$1,000, effective

December 16, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).

9. Stipend Assignment – The following full-time coaches to be paid a weekly stipend, effective January 15, 2004 through May 31, 2004, in accordance with the Agreement, Article X, Section 11(a).

COACH	TEAM	STIPEND
J. Britton	Badminton	\$450
S. Calderon	Women’s Softball	\$419
T. Granger	Women’s Swimming	\$450
D. Lofgren	Men & Women’s Track & Field	\$832
L. Pattison	Men’s Volleyball	\$450
C. Stanbury	Men & Women’s Swimming	\$832

10. Stipend Assignment – The following part-time coaches to be paid a weekly stipend, effective January 15, 2004 through May 31, 2004, in accordance with the Agreement, Article X, Section 11(e).

COACH	TEAM	STIPEND
G. Bergeron	Baseball	\$419
R. Blount	Men’s Volleyball	\$419
D. Diego	Women’s Track & Field	\$225
W. Hood	Softball	\$225
K. Hughley	Men & Women’s Track & Field	\$419
R. Mansfield	Men & Women’s Track & Field	\$225
S. Sheil	Men & Women’s Track & Field	\$419
T. Titus	Golf	\$419
S. Van Kanegan	Men & Women’s Tennis	\$832

11. Employment – The following part-time/temporary instructors to be hired as needed for the 2003 Fall session.

**G. Health Sciences & Athletics**

John Verdugo

12. Employment – The following part-time/temporary instructors to be hired as needed for the 2004 Spring session.

**Behavioral & Social Sciences**

Ahab Afifi  
 Marie Butler  
 Derek Cadman  
 Eduardo Cairo  
 Michael Critelli  
 Judith Dugas

Julio Farias  
 Stanley Fitch  
 Thomas Glenn  
 Mark Gordon  
 Rebecca Green  
 Patrick Griffin

Lawrence Guillow  
 Shahrokh Haghghi  
 Paul Harley  
 Guinevere Hodges  
 Laurie Houske  
 Tamara Jackson

Meric Keskinel  
Thomas Keville  
Margaret Kidwell Udin  
Peter Kolesnik  
Toshiko Konishi  
Gina Ladinsky  
Marc Mestyanek  
Robroy Meyers  
Natalina Monteiro  
Ricky Murray  
Kaoru Oguri

Allen Perlstein  
Jill Pfeiffer  
Kirsten Resnick  
Bradley Reynolds  
Jeffrey Rigby  
Alexa Root  
Samuel Russo  
Helen Sabin  
Francis Schulte  
Sharyn Seaton  
Lorrie Shiota

Paul Swendson  
Farshid Tahernia  
Sonya Thompson  
Julio Torres  
Mari Womack  
Ventriss Woods  
Kofi Yankey  
Martin Young  
Paulette Young  
Alfred Zucker

### **Business**

Chris Adams  
Shirley Aoto  
Nicholas Barbara  
William Bartz  
Rose Bernyk  
Jack Bliss  
Glenda Brass  
Patricia Campbell  
Francis Capotosto  
Douglas Carnahan  
Noel Craven  
Loretta Daniels  
Reni Dougherty  
Stanton Faris

Allan Fork  
Dorf Fredericks  
John Fuchs  
James Healy  
Jo Ann Jones  
Betty LeMarr  
Leon Manuel  
Katherine Maschler  
Jon Mercant  
Jannette Metcalfe  
Jerry Muraoka  
Abbas Namazi  
Denise Nevin  
Robert Nickle

Vi Tuong Pham  
Randy Quiroz  
Michael Rahni  
John Rodi  
Robert Rooks  
Marcia Russell  
O'Harrall Sago  
William Saichek  
Rory Schlueter  
Sophia Sherif  
John Slawson  
Jessica Stoudenmire  
Brenda Williams

### **Fine Arts**

Peter Abilogu  
Deborah Aitken  
Margaret Ames  
Craig Antrim  
Elizabeth Atherton  
Cynthia Bahti  
Kenneth Bell  
Dana Bisignano  
Beverly Bledsoe  
Joseph Bonanno  
Linda Busch  
Moonea Choi  
Gary Christensen  
Barry Cogert  
Robert Coomber  
Camille Cornelius  
Jose Costas

Robert Dalton  
Rodman de la Cruz  
J. Carola de la Rocha  
John Dearman  
John DeMita  
Rhonda Dillon  
James Dowdalls  
Mary Drobny  
Melanie Dunn  
Barbara Dyer  
Susan Einstein  
Susan Elizalde-Holler  
Dana Emerson-Lee  
Kurt Festinger  
Lawrence Fraser  
Virginia Frazier  
Jonathon Grasse

Mary Hackett-Konicek  
Gloriane Harris  
Richard Hastings  
Susan Helfter  
Robert Herbst  
Robert Hersh  
Heidi Hinds  
Hiroko Hojo  
Grant Hungerford  
Gary Y. Iida  
Maria Jaque  
Karin Jensen  
Isadora Johnson  
Thomas Kidd  
Leroy Kim  
Jack King  
Lawrence Klepper

Rona Klinghofer  
Damon Kupper  
Mark Lewis  
Nathan Lilienthal  
Kristi Lobitz  
Norman Looney  
James Mack  
Patricia Maki  
Annie Malone  
Margot Martin  
Susanna Meiers  
Rosalyn Mesquita  
Andrea Micallef  
Michael Miller  
Ruby Millsap  
Joseph Mitchell  
Caryn Morse  
Vicki Muto  
Daryle Nagano  
Binh Ngo

Dee Marie Nieto  
Michael Oates  
Nancy OBrien  
Terrell O'Donnell  
Marian Bodnar O'Keefe  
Thomas Owens  
Ann Patterson  
Deborah Patterson  
Wayne Perkins  
Deon Price  
Michael Quinn  
Dorothy Ray  
Tina Riggs (Chambers)  
Hector Rivas  
Karen Roberts  
Lois Roberts  
Gary Robertson  
James Russell  
Victoria Sanchez  
Pamela Santelman

Lloyd Sherman  
Diane Simons  
Konstantin Sirounian  
Rena Small-Wilson  
Howlett Smith  
Christine Stahl  
Susan Ste Marie  
Joseph Stone  
Bruce Tellier  
Sandra Trepasso  
Rickey Tyler  
Stella Vognar  
Randall von Bloomberg  
Noah Webb  
Rex Wells  
Karen Whitney  
Jeanette Wrate  
Eunee Yee

### **Health Sciences & Athletics**

Angelique Alcover  
Billie Jo Anthony  
Sivi Banks-Carson  
Edwardo Barragan  
Chrsitiana Baskaran  
Gregory Bergeron  
Richard Blount  
Lucinda Bramlett  
Robin Briggs  
Jonathan Brownlee  
Sacha Bryant  
Susan Calderon  
Marisa Chang  
Pamela Chappell  
Kelly Ann Clark  
Daniel Cosa  
Paul Culton  
Delia Cunningham  
Patricia Dagata  
Mina Dastgheib  
Linda Delzeit  
Susan Diamond-Bucher  
Denise Diego  
Kimmia Digiuro

Green Donna  
Kathleen Ann Du Ross  
Salomay Dyer  
Margaret Ernaga  
Ronald Evangelista  
Arshad Fazalbhoy  
Michael Fenison  
Larry H. Franklin  
Diana B. Galias  
Norene Gift  
Barbara Gomez  
Yakoub Gorgi  
Flora Hauser  
Hiroko Hojo  
William Hood  
Michael Houck  
Kevin Hughley  
Paul Ichino  
Sherry Jenkins  
Steven Jones  
Bonnie Kayser  
Edward Kelly  
Margaret Kidwell-Udin  
Mary Kitzmiller

Sheila Lenham  
Mechelle Lenon  
Monica Lizarraga  
Rodney Mansfield  
Maria Martinez  
Marie Mendiondo  
Stan Mintz  
Douglas Mizukami  
Josephine Moore  
Helen Nakano  
Mary Ogi  
Ellen Olaiivar  
Bryan Ouchi  
Fred Petersen  
Christine Plummer  
Rolando Reyes  
Danielle R. Roman  
Nathaniel Roque  
Kathleen Rosales  
Carmen Saunders  
Michael Schultz  
Constance Schwartzman  
Stephen Shaw  
Sean Sheil

Susan Stohrer  
Darryl Sue  
Katherine Sutton  
Kyra Tatman  
Patsy Tebbs  
Mark Thomas

Terry Titus  
Donna J. Tucker  
Steven Van Kanegan  
John Verdugo  
Lisa Weyh  
Joyce Wise

Karen Wyatt  
Mits Yamashita  
Lynn Zeman  
Aiping Zhao

### **Humanities**

Joan Anderson  
Jack Arensmeyer  
Samy Ayari  
Jeannine Barba  
Rosalie Barlock  
Maria Bauer  
Elaine Bender  
Vicki Blaho  
Ottillie Boboc  
Mary Borell  
Frances Brown  
Gena Burgess  
Hector Carrio  
Tisa Casas  
Zeina Chakhchir  
Maria Chovan  
Kathleen Collins  
Aleta Davis  
Nancy De Noi  
Kristie DiGregorio  
Joan Engelhaupt  
Helen Factor  
Rita M. Fork  
Antonio Gonzalez  
John Green  
Ellen Griffin  
Julia Hackner  
Bob Halpern  
Carroll Hauser

Yvette Hawley  
Hiltrud Heller  
Elizabeth Hindman  
Patricia Hoover  
Miriam Houssels  
Aura Imbarus  
Roberto Jimenez  
Dalia Juarez  
Bruce Kermane  
Jennifer Knox  
Denise Kron  
Gina Ladinsky  
Francesca Leardini  
Rebecca Loya  
Andrew Marshall  
Robert Murchison  
Kareema Nasouf  
Heidi Neu  
Susan Nozaki  
Rebeca Nunez-Mason  
Sharon Osburg  
Naoko Otani  
Amir Pamugh  
Bonita Pereyra  
Carolina Perez  
Claudia Prada  
Joshua Pryor  
Robert Puglisi  
Cynthia Quintero

Loretta Ramirez  
Erendira Ramirez  
(Ortega)  
Ellen Reddingius  
Robert Reichle  
Natalie Ricard  
Alicia Rodriguez  
Helen Sabin  
Ruth Sanchez  
David Schlick  
Dale Shannon  
Grace Shibata  
Jan Shimaaura  
Gary Smith  
Nancy Soto  
Christopher Stevens  
Eric Takamine  
Kanzo Takemori  
Norma E Tamer  
Darrell Thompson  
Cindy Tino-Sandoval  
Alexander Toth  
Rhonda Walker  
John Wietting  
Wendy Wright  
Xiaowen Wu  
Yong Yoon  
Nina Yoshida  
Alfred Zucker

### **Industry & Technology**

Mark Arnold  
Dale Robert Baker  
George Allen Barber  
Danny Barley  
Roger Bombassei  
Sergio Borbon  
Henry Brown

Vera Bruce  
Anthony Chisum  
Kevin Coffelt  
Nicholas Colin  
Katherine Conley  
Bruce Cook  
Victor De la Torre

Robert Diaz  
David Chi Do  
Jeffrey Donahue  
Mark Early  
Michael Effler  
Dudley Gray  
Robert Guenther

Gregory Guerrero  
Charles Hamilton  
Sharon Higgins  
Tommy Jester  
Glenna Johnson  
William Johnson  
George Karnazes  
Jerry Kinnan  
Charles Knight  
Thomas Kurth  
James Lemmon  
Vincent Leone  
Mark Lepore  
Edward Lugo  
Mary Lyons  
Lee MacPherson  
Christine Mariotti  
Susan Martin  
Richard Martinez  
Daniel Martz

Melanie McFarland  
James Mock  
Pete Moraga  
Vivian Nemie  
Craig Neumann  
Nick Nickolin  
Robert Olmsted  
Roberto Pandolfi  
Maximeno Pena  
Eddie Perez  
Philip Reno  
Eugene Rock  
Bernardo Rodriguez  
David Rodriguez  
Rey Rojo  
Michael Ryerson  
Monique Schaefer  
John Schwab  
Nancy Schwab  
Franz Seifert

James Shaw  
Richard Shima  
John Skipper  
John Slawson  
Lynn Strobel  
Michael Thomas  
Dale Ueda  
Daniel Valladares  
Emmanuel Villaroman  
Philip Walls  
Shirley Warren  
Sue Warren  
Craig Welday  
Sue Ann Wenzlaff  
Carl Whitaker  
Ronald Williams  
Shirley Williams  
Wayne Wilson  
Merriel Winfree

### **Mathematics**

Jamal Ashrafzadeh  
John Athey  
Vage Avakyan  
Aida Awainisyan  
Raymond Badalian  
Robert Bauman  
Beyenne Bayssa  
Susan Bickford  
Susanne Bucher  
Scott Bullock  
Robert Caldwell  
Borya Celentano  
Wei-Feng Chen  
Remo Ciccone  
Dimetrios Dammena  
Zekarias Dammena  
Bruce Dovner  
Henri Feiner  
Winfred Ferrell  
Wilfredo Flores  
Manolita L. Formanes  
Monte Furuya  
Theodore Gibson  
Jack Gill

Astatke Gizaw  
Haskell Goldman  
Megan Granich  
Hamza Hamza  
Raymond Ho  
Thu-Hang Hoang  
Daniel Horwood  
Shiuling Huang  
Jamel Kammoun  
Avid Khorram  
William Latto Jr.  
Cornelius Mahoney  
Jose Martinez  
Steve Martinez  
Perry McDonnell  
Wendy Miao  
Ashod Minasian  
Mehdi Mirfattah  
David Nakatani  
Min Namgoong  
Hai Ngo  
Hongjie Ni  
Alice O'Leary  
Delores Owens

Fred Petersen  
Quyên Phung  
Mohammad Rahnvard  
Marion Reeve  
Alexa Root  
Lernik Saakian  
Oussama M. Safadi  
Munir Samplewala  
Nashat Saweris  
Nathan Schroeder  
Michael Semenov  
Ellis Shamash  
Richard Sibner  
Jacquelyn Sims  
Satish Singhal  
Shane Smith  
Alan Stillson  
Gizaw Tadele  
James Taylor  
Terry Trevarthen  
Er-Xiang Wang  
Patrick Webster  
Jack Wong  
Rich Wong



Jung Woo  
Christie Yang

David Yee  
Michael Zeitzew

**Natural Sciences**

Robin Abbott  
Alireza Ansari  
Michael Brennan  
Chitoh Emetarom  
Lynn Fielding  
Bruce Fitzpatrick  
Donald Frye  
Diana Garcia  
Francisco Izaguirre  
Kevin Kane

Melvin Kantz  
Geraldine Karpel  
Stephen Koletty  
Elroy Lang  
Laurie Len  
John Manley  
John Ogren  
Sadayoshi Okumoto  
Leon Palmer  
Marcos Pinho

M. Hassan Rezaie Boroon  
George Rossano  
Richard Slocum  
Timothy Smith  
Margo Steinman  
Thomas Stewart  
Karah Street  
Yves Tan  
Michel Van Biezen  
Carla Weaver  
Jan West

13. Employment – The following part-time/substitute instructors to be hired as needed for the 2004 Spring session.

**Business**

Angela Amin  
Francis Chao  
Vincent DeLuca  
Hart Fleischhauer

Leonard Gilmore  
Marilyn Harris  
Kurt Hull  
Philip Ser-Sun Lau

Andre Lee  
Bruce Legg  
Paula Teske

**Health Science & Athletics**

Bonnie Hughes

Kiran Sharma

Julia Sprague

**Industry & Technology**

Louis Avitabile  
Gregorio Cabotaje  
Beverly Carlson  
Roger Des Rosiers  
Robert Engler  
Robert English  
Nelson Fink  
Dorothy Foral  
Craig Fraulino

Gordon Grenier  
June Johnson  
Peter Jorgensen  
Wendy Kahan  
Gerald Karpinski  
Rudolph Kattan  
Jean Kigorzi  
Kathy Lenk  
Eris Miller

Michael Nothern  
Guy Okamoto  
John Pernell  
Oscar Rodriguez  
Felicia Smith  
Bradley Sweatt  
Paul Van Hulle  
Kerry Winters

**Classified Personnel:**

1. Deceased – Mr. Ronald Farrow, Night Custodian, Range 18, Step E, Facilities Planning and Services Division, Administrative Services Area, December 1, 2003.

December 15, 2003

Administrative Services – Human Resources- 7

2. Retirement – Ms. Shirley Carter, Senior Clerical Assistant, Range 24, Step E, Student Development Division, Counseling and Student Services Area, effective December 30, 2003 and that a plaque be prepared and presented to her in recognition of her service to the district since 1983.
3. Retirement – Ms. Elizabeth Stewart, Senior Clerical Assistant, Range 24, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 30, 2003, and that a plaque be prepared and presented to her in recognition of her service to the district since 1974.
4. Resignation – Mr. Raymond DuChateau, Night Custodian, Range 18, Step E, Facilities Planning and Services Division, Administrative Services Area, effective October 31, 2003, plus accrued vacation.
5. ~~Termination – Ms. Gayla Gifford, Senior Clerical Assistant, Range 24, Step E, Special Resources Center/Health Sciences & Athletics Division, Academic Affairs Area, effective October 7, 2003, and that she be placed on the 39-month reemployment list.~~
6. ~~Termination – Ms. LaTonjya Greene Anderson, 49.5% Clerical Assistant, Range 20, Step E, Student and Counseling Services Division, Student and Community Advancement Area, effective August 1, 2003, and that she be placed on the 39-month reemployment list.~~
7. ~~Termination – Ms. Robin Johnson, Telecommunications Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective October 2, 2003, and that she be placed on the 39-month reemployment list.~~
8. Personal Leave of Absence 40% - Ms. Anita Martinez, Secretary, Range 25, Step E, Staff Development/Human Resources Division, Administrative Service Area, effective January 2 through February 27, 2004.
9. Personal Leave of Absence 30% - Ms. Charlotte Thompson, Accounting Assistant III, Range 28, Step E, Learning Resources, Academic Affairs Area, effective December 1, 2003 through June 30, 2004.
10. Extend Work Out of Classification – Mr. Julio Arias, Bookstore Sales Assistant, Range 19, Step C, to Bookstore Lead Sales Associate, Range 23, Step C, Bookstore Division, Administrative Services Area, effective January 1 through June 30, 2004.
11. Change in Classification – Ms. Ellen Lorenz, from Productions Specialist II, Learning Resources Division, Academic Affairs Area, to Graphics Specialist, Public Information Division, President’s Office Area, Range 35, Step E, effective December 16, 2003.

December 15, 2003                      Administrative Services – Human Resources- 8

**\*Items 5, 6 & 7 Pulled from agenda and no substitutions were made.**

12. Promotion – Ms. Miriam Davis, from Administrative Assistant 1, Range 27, Step E, to Administrative Assistant II, Range 31, Step D, Community Advancement Division, Student and Community Advancement Area, effective January 1, 2004.
13. Promotion – Ms. Angela Snider, from Senior Clerical Assistant, Range 24, Step E, Career Placement Community Advancement Division, Student and Community Advancement Area, to Administrative Assistant II, Range 31, Step C, Mathematical Sciences Division, Academic Affairs Area, effective January 5, 2004.
14. Promotion - Mr. Satish Warriar, from Network Supervisor, Range 35, Step E, (Supervisory Salary Schedule) to Assistant Director, Range 13, Step 5, (Administrator Salary Schedule), Information Technology Services Division, Administrative Services Area, effective January 1, 2004.

**Temporary Classified Service Employees:**

1. Ms. Rita Baisley – Clerical Assistant, Range 20, Step A, Small Business Development Center, Community Advancement Division, Student and Community Advancement Area, Monday through Friday 8:00 a.m. to 5:00 p.m. to schedule appointments, maintain database, and other basic clerical duties.
2. Mr. John Campbell – 40% Web Developer, Range 41, Step A, Public Information Division, President’s Area, sixteen hours per week, effective December 18, 2003 through June 30, 2004.
3. Ms. Martha Perez Delgado – 50% Clerical Assistant, Range 20, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective December 16, 2003 through June 30, 2004 to cover appointment center.
4. Ms. Patricia Yanaga - Secretary, Range 25, Step A, Tuesdays for eight hours effective January 2, through June 30, 2004, and as Student Services Technician, Range 28, Step A, Mondays for eight hours, effective January 5 through June 30, 2004, Counseling and Student Services Division, Student and Community Advancement Area.
5. Ms. Patricia Yanaga - Secretary, Range 25, Step A, Wednesday and Thursday for eight hours per day effective January 5, through June 30, 2004, Behavioral and Social Sciences Division, Academic Affairs Area for Honors Transfer Program secretarial support.

**B. CLASSIFIED PROFESSIONAL GROWTH**

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

December 15, 2003                      Administrative Services – Human Resources- 9

Cal State University Long Beach, Winter '03 Session: Technical Communication - Rodolfo Lopez. Jan. 8-Jan. 30, 2004. \$400.00 maximum.

Calif. Assn. of School Business Officials (CASBO) Job-Alike Workshop, El Segundo, CA. Jan. 22, 2004. \$30.00 per participant plus mileage:

Delores Buerger  
Josie Cheung  
Leimomi Elliott

Celia E. Kang  
Estella Lee  
Marie Stokes

Gary Turner  
Catherina Uebele  
Lisa Webb

**C. NEW CLASSIFIED POSITION CLASSIFICATION AND SPECIFICATIONS**

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

Graphics Specialist as shown on pages 11-12.

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

It is recommended that the Board schedule a Public Hearing and Adoption of the following subjects for negotiations at its meeting scheduled for January 20, 2004. These are reopener negotiations pursuant to the 2003 collective bargaining agreement. This represents the interests of P.O.A. The articles to be discussed are:

Article 6, Section 1 – Salary Schedule Step Placement and Advancement  
Article 6, Section 10 – Mileage  
Article 12, Section 3 – Holiday Scheduling

**E. VOLUNTEERS**

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

Kelsey Iino  
Soo Hyoun Song  
Kanzo Takemori  
Kathleen Ann Underwood  
Eunice Wu (Yih-suen)

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:                   GRAPHICS SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technically complex duties requiring a comprehensive understanding of graphic arts.

### **REPRESENTATIVE DUTIES:**

Select, train, and oversee casual workers and work study assistants.

Interact with staff and faculty to coordinate needs and expectations about production.

Envision, design, create, and oversee the production of graphic arts materials for internal and external publications and the campus community including catalogues, class schedules, newsletters, booklets, brochures, flyers, posters, signs, displays, forms, charts, and other material as necessary.

Use advanced applications and equipment including computer graphics and desktop publishing software as well as multimedia equipment to aid in the production process.

Operate and maintain specialized equipment as necessary.

Perform a range of related duties in support of assigned function including compiling information for projects, entering data, proofreading and editing own work product, mounting and framing posters, laminating materials, and calligraphy and lettering for certificates and other documents.

Manage budget for the assigned area.

Perform other related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Technical aspects of field of specialty.

Comprehensive knowledge of graphics, computers and multimedia productions.

Modern office practices, procedures, and equipment including computers and applications software applications.

Operating characteristics of relevant software applications including those related to desktop publishing.

Principles used in providing training and work direction to assigned staff.

Principles and practices of record-keeping.  
Basic mathematical principles.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform technically complex duties requiring a comprehensive understanding of graphic arts involving the use of independent judgment and personal initiative.  
Analyze situations and adopt effective courses of action.  
Organize day-to-day operations of specific area.  
Plan and organize work to meet changing priorities and deadlines.  
Meet critical deadlines while working with frequent interruptions.  
Interpret, apply and explain applicable administrative and departmental rules, regulations, policies, and procedures.  
Compile data and maintain records and files.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Work cooperatively with other divisions, departments, and outside agencies.  
Exercise good judgment and maintain confidentiality of sensitive information, records, and reports.  
Perform mathematical calculations in a timely and accurate manner.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree in a related field and four years of experience performing duties similar to those described above, or any combination of training, education, and experience that would provide the desired knowledge and ability to carry out successfully the assignments of the position.

**WORKING CONDITIONS:**

Typical office setting.  
Hand and finger dexterity to operate various office equipment.  
Extensive computer work.  
Long periods of standing and sitting.  
Lift and carry up to 25 lbs.  
Move from one work area to another as needed.

Classified Salary Range 35  
Board Approved: December 15, 2003

---

---

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

---

---

A. 2004 Goals of the Board of Trustees ..... Page 1

B. Travel ..... Page 2

## A. 2004 Goals of the Board of Trustees

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

It is recommended that the Board adopt the following goals for 2004:

- I. New Trustee Orientation
  - A. Consider assigning or referring a mentor.
  - B. Help new Trustee strengthen links to external community.
  - C. Encourage new Trustee to seek Trustee educational opportunities.
  - D. Encourage CEO availability to new Trustee.
  
- II. Effect implementation of the November 5, 2002 Measure E successful bond election.
  - A. Update College Facilities Master Plan.
  - B. Implement construction program.
  - C. Monitor and approve construction program.
  
- III. Participate in community activities and events and bring observations to the Board for policy issues.
  - A. Attend events in the community.
  - B. Speak to community groups.
  - C. Make Board presentations.
  - D. Bring copies of community events and activities to other Board members.
  
- IV. Participate in the operation of the College at Board Meetings.
  - A. Speak freely and openly on policy issues.
  - B. Solicit opinions of fellow Board members.
  - C. Present ideas during discussion section of Board Meetings.
  
- V. Continue a Trustee education program.
  - A. Attend a conference on Trustee responsibilities.
  - B. Submit materials from various sources to fellow Trustees.
  - C. Read Trustee education materials send by various organizations.



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

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
<b>Priorities and Planning</b>	LH, BH		B B, NJ		
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.	LH	BB, NJ, BH			
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	LH	BB, BH	NJ		
<b>Board and Chief Executive Officer Relations</b>	LH	BB, NJ, BH			
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.	LH	BB, NJ, BH			
3. Trustees keep the CEO well informed of contacts with the community.	LH, BH	BB	NJ		
4. Trustees keep the CEO well informed of contacts with college employees.	LH	BB, NJ, BH			
<b>Board and College Relations</b>	BB, LH	NJ, BH			
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.	LH	BB, BH	NJ		
3. Trustees are knowledgeable about the mission of the college.	LH	BB, NJ, BH			
4. The Board is sensitive to the concerns of students.	BB, LH, BH	NJ			
5. The Board is sensitive to the concerns of employees.	BB, LH, BH	NJ			
6. The Board supports the college by attending various events.	LH	BB, BH			NJ
<b>Board and Community Relations</b>	BB, LH	NJ, BH			
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.	BB, LH, BH		NJ		
3. Trustees use their community ties to promote a positive image of the college	LH, BH	BB, NJ			

<p>Board Agendas</p> <p>1. The Board Agendas always focus on policy issues.</p>	LH, BH		B B, NJ		
<p>2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.</p>	NJ, LH	BB, BH			
<p>3. The Board Agendas are organized logically which facilitates efficient use of time.</p>	BB, LH, BH	NJ			

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

<b>Board Evaluation</b> 1. The Board systematically identifies and reports its accomplishments.	LH	BB		NJ	BH
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.	LH	BB, NJ, BH			
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.	LH, BH	BB			NJ

**B. Travel**

It is recommended that the Board approve the following travel:

1. Community College League of California Trustee Orientation and Annual Legislative Conference, Sacramento, California, Mary E. Combs, January 24-26, 2004 with transportation and necessary expenses paid.
2. Community College League of California Trustee Orientation, Sacramento, California, Celina Luna, January 24-25, 2004 with transportation and necessary expenses paid.
3. Community College League of California Trustee Orientation and Annual Legislative Conference, Sacramento, California, Thomas M. Fallo, January 24-26, 2004 with no loss of salary and transportation and necessary expenses paid.