

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

**Agenda, Monday, December 20, 2004**  
**Board Room**  
**3:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 15, 2004**
- III. Annual Organizational Meeting**
- IV. Public Hearing – Negotiations – El Camino Community College District and the El Camino Police Officers Association**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda, Pages 1-7*  
Student and Community Advancement  
*See Student & Community Advancement Agenda, Pages 1-15*  
Administrative Services  
*See Administrative Services Agenda, Pages 1-10*  
*See Measure “E” Bond Fund Agenda, Pages 1-7*  
*See Human Resources Agenda, Pages 1-39*  
Superintendent/President  
*See Superintendent/President Agenda, Page 1*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
  - A. Board of Trustees Report
  - B. President's Report
  - C. Academic Senate Report
- VII. Closed Session**
  - A. Existing Litigation, Brown Act Section 54946.9
    - 1. Case # 04-06956ABC (JTLx)
  - B. Personnel Matters, Brown Act Section 54957
    - 1. Personnel Matter
      - 2 cases

- C. Labor Relations, Brown Act Section 54957.8
  - 1. American Federation of Teachers, Local 1388
  - 2. El Camino Classified Employees, Local 6142
  - 3. El Camino Police Officers Association
  - 4. Non-Represented Employees – Confidential, Supervisors, and Management

## 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 20, 2004 through Annual Organizational Meeting in December, 2005

It is recommended that the Board elect officers for the period December 20, 2004, through Annual Organizational Meeting in December, 2005.

B. Secretary to the Board for Period December 20, 2004 through Annual Organizational Meeting in December, 2005

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 20, 2004, through Annual Organizational Meeting in December, 2005.

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 2005 are as follows:

Tuesday, January 18, 2005

Monday, July 18, 2005

Tuesday, February 22, 2005

Monday, August 15, 2005

Monday, March 21, 2005

Tuesday, September 6, 2005

Monday, April 18, 2005

Monday, October 17, 2005

Monday, May 16, 2005

Monday, November 21, 2005

Monday, June 20, 2005

Monday, December 19, 2005

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 20, 2004, through Annual Organizational Meeting in December, 2005:

Patricia Caldwell, Victor Hanson, James Schwartz

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 20, 2004, through the Annual Organizational Meeting in December, 2005, 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:

Patricia Caldwell, Victor Hanson, James Schwartz

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 20, 2004, through Annual Organizational Meeting in December, 2005.

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; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Rocky Bonura, Acting 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Rocky Bonura, Acting 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; James Schwartz, Interim Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Rocky Bonura, Acting 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

8. Cafeteria Funds

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, two signatures required.

9. Trust Funds

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, two signatures required.

10. Associated Students Bank Account

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, any two signatures required.

11. Bookstore Fund

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, any two signatures required.

12. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, one signature only being required.

13. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, two signatures required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting December, 2005, two signatures required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, any two signatures required.

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

Thomas M. Fallo, Superintendent; James Schwartz, Interim 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 20, 2004, through Annual Organizational Meeting in December, 2005, 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 20, 2004, through Annual Organizational Meeting in December, 2005, 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; Donna Evans, Claims Manager and Mary C. King, 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.

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

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**A. CENTER FOR THE ARTS PRESENTATIONS—2004/2005**

It is recommended that the Board approve the revisions for Center for the Arts presentations for 2004/2005 as listed below. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

**2004/2005**

<b><u>Performance</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
1. <b>Dennis Prager</b> <b>Payable to: Kansas and Brooklyn</b> Mr. Prager comes to campus to lecture students studying speech communications.	May 15, 2005	6,600.00
2. <b>A Grand Irish Variety Show</b> <b>Payable to: Kerry Records</b> An Irish Celtic variety show, proceeds to be split 50/50.	February 26, 2005	50/50 Split
3. <b>LA Opera “The Magic Dream”</b> <b>Payable to: Los Angeles Opera</b> Based on Mozart’s “The Magic Flute,” a daytime show for bussed in secondary school children as an outreach program.	January 27, 2005	2,500.00

**Payee Change**

1. <b>Dublin’s Irish Cabaret</b> <b>Payable to: Gurtman &amp; Murtha Associates</b> (Note: Previously Board approved July 19, 2004, payable to Mike Petite.)	March 19, 2005	8,500.00
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**B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2005-2006 ACADEMIC YEAR**

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

**BUSINESS DIVISION**

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

1. Business 15 – Business Mathematics  
*Current Status/Proposed Change*

This course is designed to prepare students for more advanced work in subjects mathematical concepts involving quantitative reasoning and analysis, such as: in management, finance, accounting, real estate, and other areas of business classes. The course content involves a thorough study of all aspects of business mathematics: including basic computational skills, bank reconciliation, use of business formulas and equations, payroll, discounts and markup/markdowns, simple and compound interest, present value analysis, annuities and sinking funds, credit, depreciation, and inventory, taxes, insurance, financial reports, and business statistics, etc.

2. Business 24 – Small Business Management

*Current Status/Proposed Change*

In ~~This course is designed as a systematic approach to successful~~ the students will examine basic concepts and techniques used in small business operation. Personnel evaluation, pre-ownership preparation, management, and leadership, financing, location, taxation, records, employees, purchasing, advertising, sales, accounting, and credit are topics covered in the course. The emphasis is upon adequate planning and preparation for success and recognition of pitfalls and problems before they occur. Emphasis will be on entrepreneurial strategy, new venture opportunities, the business plan, small business marketing, small business management, and financial management.

3. Business 40 – Career Orientation

*Current Status/Proposed Change*

~~Exploration of opportunities and requirements in careers of interest to~~ In this course the individual student will explore opportunities and requirements in careers of interest. The course provides. ~~Instruction and practice in the job application process, including resumes and interviews. Analysis of behaviors and qualities necessary for continued career satisfaction and development are analyzed.~~

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

*Current Status/Proposed Change*

1. Business 48 ~~90~~ – International Aspects of Business

~~The international Aspects of Business~~ In this course is a study of the aspects of international students will study business including international business theories;. Topics will include cross-cultural relations, comparative economic systems, comparative political systems, and international economics;. ~~Law and international trade, foreign exchange, letters of credit, export requirements, and emerging issues in international trade will also be covered.~~

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

1. Computer Information Systems 99abc – Independent Study

*Current Status/Proposed Change*

Enrollment Limitation: ~~two courses in Computer Information Systems with a minimum grade average of B in at least two courses in each Computer Information Systems and recommendation of acknowledgement by the instructor with whom the student will work Independent study~~ This course provides special advanced studies in the field of ~~in~~ Computer Information Systems ~~for students wishing to undertake special studies not covered in the normal regular departmental offerings.~~ Regular conferences with the instructor are coordinated with assigned Computer Information Systems projects (60 hours per unit).

**NEW DISTANCE EDUCATION COURSE VERSIONS**

1. Business 52A – Microsoft Word Applications I (Online)
2. Business 52B – Microsoft Word Applications II (Online)
3. Business 54 – Microsoft Office – Integrated Software Applications (Online)
4. Business 55 – Advanced Microsoft Office – Integrated Software Applications (Online)
5. Business 60A – Microcomputer Keyboarding (Online)
6. Business 60B – Microcomputer Document Processing (Online)
7. Business 60C – Microcomputer Document Formatting (Online)

**HUMANITIES DIVISION**

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

1. English 22 – Suspense Literature

*Current Status/Proposed Change*

~~The reading, analysis, and discussion of examples of the~~ This course examines various types of suspense literature from the 19<sup>th</sup> century to the present. Students read, analyze, discuss, and evaluate examples of the most widely-read and enduring suspense literature forms: mystery, detective novel, the Gothic romance, crime, and the mystery-adventure novel. ~~Special emphasis will be placed on developing criteria which will aid the student in evaluating popular psychological suspense fiction.~~ Students also examine the history of suspense literature and the cultural contexts that have given rise to the various suspense genres. Other suspense literature

genres may be discussed, including gothic, spy, fantasy, horror, and science fiction.

2. French 99abc – Independent Study

*Current Status/Proposed Change*

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

3. German 99abc – Independent Study

*Current Status/Proposed Change*

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

4. Japanese 99abc – Independent Study

*Current Status/Proposed Change*

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

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

1. English 99abc – Independent Study

*Current Status/Proposed Change*

Enrollment Limitation: two transfer-level English courses, one of which is English 1A, with a minimum grade of B in prerequisite each and acknowledgment by the instructor with whom the student will work

~~Open to students who wish to undertake~~ This course provides special advanced studies in a subject field of English through a program of research, consultation, and writing. ~~Designed primarily for majors~~ not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned English education projects (60 hours per unit).

## NEW COURSE

1. English as a Second Language 54 – American Culture for ESL Students

Units: 2      Lecture: 2 hours      Faculty Load: 13.333%

Recommended Preparation: eligibility for ESL 51B, ESL 52B, and ESL 53B

Credit, not degree applicable

This course will enable ESL students to succeed in college-level courses by introducing them to traditional and changing values in the United States such as individualism, self-reliance, pragmatism, and consumerism. Students will learn how these values affect education, family life, and popular culture. Students will improve their English language skills by analyzing television shows, movies, magazine and newspaper articles, as well as by conducting informal surveys and observation tasks.

## NEW DISTANCE EDUCATION COURSE VERSIONS

1. English 27 – Children’s Literature (Online)
2. English 28 – Images of Women in Literature (Online)
3. English 40B – American Literature (Online)
4. English 47 – California Literature (Online)

## INDUSTRY AND TECHNOLOGY DIVISION

### CHANGES IN NUMBER, DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

*Current Status/Proposed Change*

1. Fashion 42abc – Fashion Show Production and Promotion

A This course is a study of the directing and coordinating of fashion promotions, including the psychology used in the marketing of fashion products, the functions of the fashion coordinator, and the techniques and procedures for presenting fashion. Students will evaluate advertising campaigns and participate in two fashion promotions.

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

1. Fire and Emergency Technology 40A – Fire Command 1A

*Current Status/Proposed Change*

Recommended Preparation: Fire and Emergency Technology 4 and 5 (or equivalent) ~~or employment in the field~~

This course, which parallels the Command Principles for Company Officers course offered by the California Fire Service Training and Education System (CFSTES), is designed to provide instruction and simulations for initial decision-making and action processes at emergency incidents by the person in command. The course topics covered includes discussion of the role of fire officers role, fire behavior, fireground resources, operations, and management procedures. # The course applies to Fire Officer certification requirements established by the California State Board of Fire Services.

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

### 1. Fire and Emergency Technology 40B – Fire Command 1B

#### *Current Status/Proposed Change*

This course, which parallels the Hazardous Materials-Command Principles for Company Officers course offered by the California Fire Service Training and Education System (CFSTES), is designed to provide instruction in tactics and strategies and scene management principles for The topics covered include the Incident Command System (ICS), multi-casualty incidents, involving hazardous materials incidents, wildland fire incidents. The course includes discussion on: identification and hazard mitigation, decontamination, protective clothing, environmental concerns, and legal issues. # The course applies to Fire Officer certification requirements established by the California State Board of Fire Services.

### 2. Fire and Emergency Technology 80A – Fire Instructor 1A

#### *Current Status/Proposed Change*

This course parallels Instructional Techniques; Part 1 offered by the California Fire Service Training and Education System (CFSTES). It is designed to provide instruction in fire service training methods with emphasis on using the occupational analysis, identifying training needs, and training others to perform manipulative skills. # The course applies to Fire Officer, Fire Instructor I and Public Education Officer II certification requirements established by the California State Board of Fire Services.

### 3. Fire and Emergency Technology 80B – Fire Instructor 1B

#### *Current Status/Proposed Change*

This course parallels the Instructional Techniques; Part 2 course offered by the California Fire Service Training and Education System (CFSTES). The topics covered include preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, and the fundamentals of testing and measurements, test planning, evaluation, techniques and tools. Teaching demonstrations are required of all students. This The course applies to Fire Officer, Fire Instructor I and Public Education Officer II certification requirements established by the California State Board of Fire Services.



## NEW DISTANCE EDUCATION COURSE VERSION

1. Machine Tool Technology 11abcd – Numerical Control Graphics Programming with CATIA (Online)

### NATURAL SCIENCES DIVISION

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

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

1. History of Science 11 - ~~The Ascent of Man~~ Introduction to the History of Man Western Science  
Recommended Preparation: eligibility for English 2R 1A  
~~Traces~~ In this course the development of science major ideas and art as expressions organizing theories of the special gifts that characterize humans and that have made them unique among the animal species. Emphasis is placed on the process of thought and imagination scientific revolutions in people's attempts to analyze astronomy, physics, chemistry, biology, and geology are introduced. The professional and understand personal lives of the nature of the universe scientists responsible for each revolution are discussed. Scientists covered include Galileo Galilee, Isaac Newton, Albert Einstein, and Charles Darwin. A brief introduction to the methods, philosophy, and content of science is also included and an example of a contemporary scientific revolution is also discussed.

Note: This course is primarily for the non-science major. No mathematics or previous science background is

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

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**A. STUDENT FIELD TRIP**

It is recommended that the Board approve the following student field trip sponsored by Project Success. The purpose of the trip is to provide cultural enrichment.

~~November 16, 2004~~ December 14, 2004 – E. Elaine Moore, Sabra Sabio – Paramount Pictures, Hollywood, California. Estimated students 35. Depart 4:00pm; return 9:30pm. Transportation by bus (Previously Board approved October 18, 2004).

**B. INTERNATIONAL TRAVEL**

It is recommended that the Board approve international travel for Leonid Rachman to participate in the Ryugaku Journal (formerly ICS) Spring Educational Fair, May 8-15, 2005, Tokyo, Sendai, Nagoya, and Osaka, Japan. Expenses in the amount of \$7,500 to be paid from the International Student Conference account.

**C. GRANTS - INFORMATION**

It is recommended that the Board receive information regarding the following Grants:

1. Department of Education – A Proof of Concept Model of Developing Prospective Teachers Throughout Post Secondary Education. This proof-of-concept project seeks to change the perspective of prospective teachers in two community colleges and two 4-year institutions. Through integration with the profession from their first year of college, and by creating an effective on-going consortium learning community enhanced by technology, the project proposed to improve access, retention, and completion of the post secondary students (pre-service teachers) as well as in their teaching careers. This collaboration between the post-secondary consortium and the existing professional resources is expected to substantially improve outcomes, both academic and career-wise, for the participants.

Amount of Grant Funding from Granting Agency:	\$469,271
Amount of College Match (In kind):	<u>\$245,284</u>
Total Amount of Grant:	\$714,555
Performance Period: July 1, 2005 through June 30, 2008	

2. National Science Foundation – Advance Aerospace Manufacturing Education Initiative. The Advanced Aerospace Manufacturing Education Initiative project addresses a need for technical training and education in an industry that is critical to the national interests and will incorporate the best practices from similar projects funded by the National Science Foundation (NSF) and others that have been aimed at other industries. El Camino College in partnership with the Oregon Institute of Technology and Purdue University will develop and implement curricula. Project participants Boeing, Lockheed Martin, Vought Aircraft and Northrop Grumman will be responsible for implementation of current technology in the manufacturing of aircraft, and the planning for implementation of future technologies.

Amount of Grant Funding from Granting Agency:	\$884,019
Amount of College Match:	<u>\$ -0-</u>
Total Amount of Grant	\$884,019
Performance Period: October 1, 2005 through September 30, 2008	

3. Department of Education – Global Experience Through Technology (GETT) for Community College Students. The project addresses the need to provide community college students with international skills and competencies by creating a number of “global classrooms” – shared virtual classrooms, which connect similar courses in several countries using simple and inexpensive technology. At least 24 existing El Camino College courses will become internationalized by incorporating regular interactions with at least one and ideally two or three foreign classrooms at partner universities.

Amount of Grant Funding from Granting Agency:	\$351,864
Amount of College Match (In Kind):	<u>\$175,385</u>
Total Amount of Grant:	\$527,249

Performance Period: July 1, 2005 through June 30, 2008

4. Department of Education – Global Experience Through Technology (GETT) for Community College Students. The proposed project aims to create a learning environment that allows large numbers of students to become internationally educated without having to physically leave the campus. GETT proposes the need to prepare El Camino College students for entering the global labor market of the 21<sup>st</sup> century by accomplishing the following objectives: 1) Internationalize El Camino College courses in various disciplines using the GETT model; 2) Enhance and expand foreign language programs; and 3) Develop curricula for additional courses related to specific area studies, e.g. a course on Chinese cultures and a series of courses on Islamic issues.

Amount of Grant Funding from Granting Agency:	\$176,018
Amount of College Match (In kind):	<u>\$150,996</u>
Total Amount of Grant:	\$327,014

Indirect Rate: \$13,038.40 (8%)  
Performance Period: July 1, 2005 through June 30, 2007

5. Department of Education – Global High School Project. The proposed project, a cooperative joint project between the International Trade Education Programs and the Center for International Trade Development seek to achieve four key objectives: 1) Increase global business awareness, motivation and skills of high school students by establishing international business academies at up to five Los Angeles area schools; 2) Increase faculty capabilities to teach international business to high school students; 3) Enable high school students to assist the international business community; and 4) Enable more high school graduates to find and win jobs in the 1B workforce.

Amount of Grant Funding from Granting Agency:	\$175,760
Amount of College Match (In kind):	<u>\$211,905</u>
Total Amount of Grant:	\$387,665

Indirect Rate: \$13,019.28 (8%)  
Performance Period: July 1, 2005 through June 30, 2007

**D. GRANTS - ACCEPTANCE**

It is recommended that the Board accept the following Grants:

1. Chancellor's Office – EDWP (Job Incentive Fund): Business and Workforce Improvement-Maritime Industry. The proposed project seeks to create a Mariner Skill Training Program to train unskilled and unemployed workers for a career in the maritime industry, provide training for currently employed members of the maritime industry to upgrade skills necessary for higher paying industry jobs, and create new job opportunities for high school students of low income or working poor families to become new entrants into the maritime industry workforce. A total of five courses of instruction will be delivered. These classes include: Standards for Training and Certification; Proficiency in Survival Craft, Qualified Members of the Engine Department; Tankerman PIC, and HAZMAT.

Amount of Grant Funding from Granting Agency:	\$208,228
Amount of College Match (In kind):	<u>\$387,000</u>
Total Amount of Grant:	\$595,228
Indirect Rate: \$8,008.76 (4%)	
Performance Period: November 9, 2004 through June 30, 2006	

2. County of Los Angeles, Department of Public Social Services – Careers in Child Care Training Program (Amendment #2). El Camino College will provide a training program for a minimum of 25 CalWORKS students to provide CalWORKS participants with a career in the Child Development field.

Amount of Grant Funding from Granting Agency:	\$117,835.31
Amount of College Match:	<u>\$ -0-</u>
Total Amount of Grant:	\$117,835.31
Performance Period: October 1, 2004 through June 30, 2005	

**E. BOARD POLICY 4400 – COMMUNITY SERVICES PROGRAMS**

**Second Reading and Adoption**

It is recommended that the Board receive for Second Reading and Adoption Board Policy 4400 – Community Services Program as shown on page 5.

**F. BOARD POLICY 5060 – CONCURRENT ENROLLMENT OF K-12 STUDENTS-**

**First Reading**

It is recommended that the Board receive for First Reading Board Policy 5060 – Concurrent Enrollment of K-12 Students as shown on page 6.

**G. EL CAMINO COLLEGE SCHOOL YEAR CALENDAR – 2005/2006**

It is recommended that the Board approve the El Camino College School Year Calendar for 2005/2006 as shown on pages 7 through 11.

**H. TEMPORARY CASUAL EMPLOYMENT**

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 12 through 15.

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

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

Reference:

Education Code Section 78300  
Administrative Procedure 4400

El Camino College  
Policy  
Adopted:

It is the policy of the El Camino Community College District, subject to the relevant provisions of the California Education Code and the fulfillment of all El Camino College policies and procedures, to admit as concurrently enrolled students qualified high school students who have successfully completed the 10<sup>th</sup> grade and are currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade.

The Superintendent/President or designee shall develop procedures for the consideration of highly gifted K-10<sup>th</sup> grade students.

With the exception of the Health Center Fee, all students concurrently enrolled shall be subject to enrollment fees and all other relevant fees as adopted by the District. Students in special programs offered in conjunction with high schools shall have all fees waived.

Concurrently enrolled students will be given college credit for all completed college coursework.

Reference:

Education Code Sections: 48800, 48800.5, 48802, 76001, 76002 and 76355

El Camino College  
Policy  
Adopted:



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

**Fall Semester - 2005**

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

**Winter Session - 2006**

Winter Session Begins	January 4
Martin Luther King Holiday	January 16
Winter Session Ends	February 7
(Weekend classes are not held during Winter Session)	

**President's Holidays – 2006**

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

**Spring Semester - 2006**

Flex Days	February 8 and 9
Mandatory Flex Day – February 8, 2006 – 3 hours	
Weekend Classes Begin	Feb. 11
Weekday Classes Begin	February 13
Spring Break	April 8 through 14
Memorial Day Holiday	May 29
Spring Semester Ends	June 9

**Summer Session - 2006**

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

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

**JULY 2005**

S	M	T	W	T	F	S
	27	28	29	30	[1]	[2]
[3]	*4	5	6	7	[8]	[9]
[10]	11	12	13	14	[15]	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]
[31]						

**NOVEMBER 2005**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	*11	12
13	14	15	16	17	18	19
20	21	22	23	*24	*25	[26]
[27]	28	29	30			

**MARCH 2006**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST 2005**

S	M	T	W	T	F	S
	1	2	3	4	[5]	[6]
[7]	8	9	10	11	[12]	[13]
[14]	(15)	(16)	(17)	(18)	(19)	[20]
[21]	(22)	(23)	(24)	{25}	{26}	27
28	29	30	31			

**DECEMBER 2005**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	[17]
[18]	(19)	(20)	(21)	(22)	*23	[24]
[25]	*26	[27]	[28]	[29]	*30	[31]

**APRIL 2006**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	[8]
[9]	(10)	(11)	(12)	(13)	(14)	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**SEPTEMBER 2005**

S	M	T	W	T	F	S
				1	2	3
4	*5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**JANUARY 2006**

S	M	T	W	T	F	S
[1]	*2	3	4	5	6	[7]
[8]	9	10	11	12	13	[14]
[15]	*16	17	18	19	20	[21]
[22]	23	24	25	26	27	[28]
[29]	30	31				

**MAY 2006**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*29	30	31			

**OCTOBER 2005**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FEBRUARY 2006**

S	M	T	W	T	F	S
			1	2	3	[4]
[5]	6	7	{8}	{9}	*10	11
12	13	14	15	16	17	18
19	*20	21	22	23	24	25
26	27	28				

**JUNE 2006**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	[10]
[11]	(12)	(13)	(14)	(15)	(16)	[17]
[18]	19	20	21	22	[23]	[24]
[25]	26	27	28	29	[30]	

Fall	Spring	Flex Days	Summer 1	Summer 2	Winter Session	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [ ] - Campus Closed
- \* - Holidays (Management, Faculty, Staff, Students)
- ( ) - Campus Remains Open – Classes not in session

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

FALL 2005

First Eight Weeks

**August 27 through October 21**

Second Eight Weeks

**October 22 through December 16**

SPRING 2006

First Eight Weeks

**February 11 through April 7**

Second Eight Weeks

**April 15 through June 9**

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

**JUNE 2006**

**JULY 2006**

**AUGUST 2006**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	[10]
[11]	(12)	(13)	(14)	(15)	(16)	[17]
[18]	19	20	21	22	[23]	[24]
[25]	26	27	28	29	[30]	

S	M	T	W	T	F	S
						[1]
[2]	3	*4	5	6	[7]	[8]
[9]	10	11	12	13	[14]	[15]
[16]	17	18	19	20	[21]	[22]
[23]	24	25	26	27	[28]	[29]
[30]	31					

S	M	T	W	T	F	S
		1	2	3	[4]	[5]
[6]	7	8	9	10	[11]	[12]
[13]	(14)	(15)	(16)	(17)	(18)	[19]
[20]	(21)	(22)	(23)	{24}	{25}	26
	27	28	29	30	31	

Summer Session ----- 2006

Six Weeks Session

Eight Weeks Session

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

**June 19 through August 10, 2006**

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\* – **Holiday (Faculty, Staff, Students)**  
[ ] - **Classes Not In Session. Campus Closed**  
( ) – **Classes Not In Session – Campus Remains Open**  
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Summer Schedule – 2006

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
SCHOOL YEAR CALENDAR 2005-2006  
HOLIDAYS FOR 12-MONTH EMPLOYEES

1. Independence Day Holiday	Monday	July 4
2. Labor Day Holiday	Monday	September 5
3. Veterans Day Holiday	Friday	November 11
4. Thanksgiving Holiday	Thursday	November 24
5. Local Holiday	Friday	November 25
6. Local Holiday	Friday	December 23
7. Christmas Holiday	Monday	December 26
8. Local Holiday	Friday	December 30
9. New Year's Holiday	Monday	January 2
10. Martin Luther King's Holiday	Monday	January 16
11. Lincoln's Holiday	Friday	February 10
12. Washington's Holiday	Monday	February 20
13. Memorial Day Holiday	Monday	May 29

1. Afifa Alawi—Library Media Aide III, \$7.75 per hour, Monday through Friday, 8:00 am to 4:30 pm, effective January 5, 2005 through February 8, 2005, Humanities, Academic Affairs Area, to assist with students in the Writing Center and computer classrooms, District funded.
2. Krystal Armstrong—Interpreter III, \$21.75 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective December 21, 2004 through June 30, 2005, Health Sciences & Athletic/Special Resource Center, Academic Affairs Area, provides accommodations for students with disabilities in accordance with Title V, DSPS regulations, Section 56026, District & VATEA funded.
3. Jonathan E. Beck—Paraprofessional (Model), \$17.00 per hour, Monday and Thursday (varies), 9:00 am – 9:30 pm (varies), effective February 12, 2005 through June 30, 2005, Fine Arts, Academic Affairs Area, to model for life drawing and painting classes, District funded.
4. Elizabeth Bermudez – Program Assistant II, \$9.00 per hour, Monday, Wednesday and Fridays, 8:00 am – 4:00 pm, effective January 3, 2005 through June 30, 2005, Math/Natural Sciences, Academic Affairs Area, will update and organize student files; newsletters, and help coordinate activities, VATEA funded.
5. John Campbell—Paraprofessional, \$17.50 per hour, Monday through Thursday, 9:30 am – 6:00 pm (up to 24 hrs a week), effective January 3, 2005 through June 30, 2005, California Virtual Campus-Academic Affairs Area, provides assistance in designing, programming, testing, maintaining and supporting web servers, California Virtual Campus Grant fund.
6. Rebeca Carbonney—Program Assistant III, \$10.00 per hour, Monday through Friday, 8:00 am – 5:00 pm (varies), effective January 3, 2005 through June 30, 2005, Community Advancement, Student and Community Advancement Area, assisting the Project Specialist with financial reporting, budget monitoring and special projects, District funded.
7. Carla Chavarria – Paraprofessional, \$15.00 per hour, Monday through Friday, 8:00am – 5:00pm (varies), effective December 27, 2004 through January 31, 2005, Small Business Development Center (SBDC)/Community Advancement, Student and Community Advancement Area, to assist in providing support for staff, clients and consultants at the SBDC. Funded by the Small Business Development Center funds.
8. Joseph Derthick—Teaching Assistant IV, \$11.50 per hour, Tuesday & Thursday, 4 hours total per week, effective December 21, 2004 through June 30, 2005, Music/Fine Arts, Academic Affairs Area, to assist with the Music Library, District funded.
9. Muoi Gallinger—ITS General Lab Assistant III, \$9.00 per hour, Monday through Thursday & one Saturday per month, 8:00 am – 8:00 pm (varies), effective December 1, 2004 through June 30, 2005, Community Advancement-Inglewood Center, Student and Community Advancement Area, to assist students with accessing the Internet and establishing email accounts and trouble shooting software, funded by Partnership for Excellence funds.

10. Jonathan Harris—Office Aide II, \$7.25 per hour, Monday through Thursday, 8:00 am to 1:00 pm, effective January 1, 2005 through June 30, 2005, Counseling and Student Services, Student & Community Advancement Area, to assist students with counseling appointments and general questions, District funded.
11. Jennifer M. Hernandez—Stage Assistant IV, \$9.00 per hour, days and hours (varies), effective January 3, 2005 through June 30, 2005, Production Office/Fine Arts, Academic Affairs Area, to help stage crew with fine arts events, District and VATEA funded.
12. Wanda Holt—Paraprofessional, \$15.00 per hour, Monday through Friday, hour varies, effective December 21, 2004 through June 30, 2005, CalWORKs/Counseling and Student Services, Student & Community Advancement Area, supports daily operations while assisting in maintaining contact with community agencies, funded by CalWORKS funds.
13. Natalia Lev—Tutor VII, \$18.50 per hour, Monday through Thursday, 2:00 pm to 7:00 pm, effective December 21, 2004 through June 30, 2005, Learning Resource Center/Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resource Center, District & VATEA funded.
14. Maynard Mathews —Paraprofessional (Cosmetology), \$13.00 per hour, Monday through Friday, 8:00 am to 10:00 pm, hours vary, effective December 21, 2004 through June 30, 2005, Cosmetology/Industry and Technology, Academic Affairs Area, to issue supplies, prepare solutions, sterilize and clean equipment, District funded.
15. Dr. William Mealer—Physician (Athletic Doctor), \$56.00 per hour, days will vary, 8:00 am to 1:00 pm (varies), effective December 21, 2004 through June 30, 2005, Health Sciences & Athletic/Academic Affairs Area, to meet with injured athletes and administer physical exams to athletes, District funded.
16. Jeffery Post—Math Tutor III, \$9.50 per hour, Monday through Friday, 2:00 pm to 6:00 pm, effective January 5, 2005 through June 30, 2005, Mathematical Sciences, Academic Affairs Area, to tutor mathematics at computer lab, District funded.
17. Jeffery Post —Math Tutor VII, \$18.50 per hour, Monday, Wednesday and Friday, 9:00 am to 1:00 pm, effective January 5, 2005 through June 30, 2005, Mathematical Sciences, Academic Affairs Area, to tutor the advanced math class students at the Math Study Center, District funded.
18. Mark Wade—Coaching Assistant, \$16.25 per hour, Monday through Friday, 3:20 pm to 5:20 pm, effective December 21, 2004 through April 01, 2005, Health Sciences & Athletics, Academic Affairs Area, to provide assistance with the Men's Basketball Team Coach, District funded.

19. Paul Weeks—Teacher Assistant IV/Emergency Medical Technology, \$11.50 per hour, Monday, Wednesday, & Thursday, 9:00 am to 10:00 pm (varies), effective December 21, 2004 through June 30, 2005, Industry & Technology, Academic Affairs Area, to assist instructor with teaching/testing in the Emergency Medical Technician program, District funded.
20. Kevan Wilkes—Registration/Cashiers Clerk III, \$10.50 per hour, Monday through Friday (varies), 10:00 am to 6:00 pm (varies), effective December 21, 2004 through June 30, 2005, Accounting/Fiscal Services, Administrative Services Area, to process student payment-in person, phone and web, District funded.
21. Amy Wolff—Teaching Assistant III, \$7.50 per hour, Tuesday & Thursday, not to exceed 4 hrs per week, effective December 21, 2004 through June 30, 2005, Fine Arts, Academic Affairs Area, to provide support with the music library, District funded.
22. The following individuals are to work as Office Aide I, \$6.75 per hour, Monday through Friday, 8:00 am to 5:00 pm (varies), effective January 5, 2005 through June 30, 2005, Humanities, Academic Affairs Area, to screen all students for appropriate services and assist them in acquiring the service, District funded.

Moises Raposas Aglipay Jr.

Karen Kelly-Balentine

23. The following individuals are to work as Office Aide II, \$7.25 per hour, Monday through Saturday (varies), 8:00 am to 5:00 pm (varies), effective January 3, 2005 through June 30, 2005, Life Sciences/Natural Sciences, Academic Affairs Area, to provide support for Life Science technical staff, District funded.

Jennifer Dixon

Michelle Murphy

Linda M. Ohara

24. The following individuals are to work as Paraprofessional (Writing Center Tutors), \$15.00 per hour, Monday through Friday, 8:00 am to 4:30 pm (varies), effective January 5, 2005 through February 8, 2005, working in the Writing Center and Computer Lab assisting students, Humanities, Academic Affairs Area, District funded.

Art Hsieh

Frank Mundo

Sean Patrick

Will Sambolich

Susan Wade

Mark Walch

Leah Weed

25. The following individuals are to work as Paraprofessional (Classroom Tutors), \$13.00 per hour, Monday through Friday, 8:00 am to 4:30 pm (varies), effective January 5, 2005 through February 8, 2005, under the direction of the classroom instructor the tutor guides students with their written assignments, Humanities, Academic Affairs Area, District funded.

Rufunia Jones

Sean Patrick

Will Sambolich

Leah Weed



26. The following individuals are to work as Professional II (El Camino Language Academy), \$35.60 per hour, Monday through Friday (varies), 2 to 8 hours a day (varies), effective January 3, 2005 through June 30, 2005, Center for International Education, Student & Community Advancement Area, to assess students into El Camino's academic program, District funded.

Maria Bauer	Elizabeth Columa	Helen Factor
Michael Greco	Bonnie Pereyra	Robert Puglisi

27. The following individuals are to work as Professional III (El Camino Language Academy), \$44.00 per hour, Monday through Friday (varies), 2 to 8 hours a day (varies), effective January 3, 2005 through June 30, 2005, Center for International Education, Student & Community Advancement Area, to teach Basic, Low and High Intermediate Classes (ESL). Funded by El Camino College Language Academy.

Maria Bauer	Elizabeth Columa	Helen Factor
Michael Greco	Bonnie Pereyra	Robert Puglisi

28. The following individuals are to work as Registration/Cashiers Clerk I, \$8.50 per hour, Monday through Friday (varies), as needed, hours will vary, effective December 21, 2004 through June 30, 2005, Accounting/Fiscal Services, Administrative Services Area, to process student payment-in person, phone and web, District funded.

Jennifer M. Blandon	Melissa Guerrero	Marian Lozano
Christina M. Long		

29. The following individuals are to work as Registration/Cashiers Clerk I, \$8.50 per hour, Monday through Friday (varies), as needed, hours will vary, effective January 18, 2005 through June 30, 2005, Accounting/Fiscal Services, Administrative Services Area, to process student payment-in person, phone and web, District funded.

Jennie I. Vaughn

30. The following individuals are to work as Registration/Cashiers Clerk II, \$9.50 per hour, Monday through Thursday (as needed), 7:45 am – 6:00 pm (varies), effective November 1, 2004 through June 30, 2005, Accounting/Fiscal Services, Administrative Services Area, to process student payment-in person, phone and web, District funded.

Elsie Martinez

31. The following individuals are to work as Registration/Cashiers Clerk II, \$9.50 per hour, Monday through Thursday (as needed), 7:45 am – 6:00 pm (varies), effective December 21, 2004 through June 30, 2005, Accounting/Fiscal Services, Administrative Services Area, to process student payment-in person, phone and web, District funded.

Erlene Brooks	Darryl Green	Tonya Howard
Sherri Hoyer	Magdalena Hughes	Dena Langowshi
Latosha Toler		

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

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**Page No.**

A.	Contracts/Personal Service Agreements Valued at \$50,000 or Higher .....	1
B.	Inglewood Center Lease.....	1
C.	Amendments .....	1
D.	Public Works Project Science Complex - Change Orders.....	2
E.	Notice of Completion.....	3
F.	Purchase Orders .....	4

**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.

**Department of Justice/Bureau of Prisons** – Through a contract with Community Advancement, the District will deliver training to the inmate population at the Victorville Federal Correction Institution in the areas of Office Automation. The value of this contract is as follows: Fiscal Year 2002/2003 = \$24,703; 2003/2004 = \$24,326; and 2004/2005 = \$22,008. Total Contract \$71,037. Projected Income \$22,008; projected expenses \$10,250; projected net: \$11,748. Account: 12-55130-00-701000-7101.

**LPA, Inc.** - It is recommended that the Board of Trustees approve entering into an agreement with LPA, Inc. to provide professional architectural and engineering services related to the design and construction of the Learning Resource Center Addition project. LPA is being recommended due to the close proximity of this project to the Humanities Complex Replacement project, for which LPA was selected to provide the design services. It is desirable that the designs of these two projects be compatible and coordinated. These objectives can best be achieved by having LPA perform the designs for both projects. The total value of this contract is \$425,000, the amount of funding allocated by the State for these services.

**B. INGLEWOOD CENTER LEASE**

It is recommended that the Board of Trustees approve the District entering into a 2-year Lease Agreement (with an option to renew) effective January 1, 2005 through December 31, 2006 with Ronald S. Pole for the El Camino College Inglewood Center, which will be located at 110 \*~~South~~ ~~North~~ La Brea, Inglewood, California. The monthly lease rate is \$5,551, which will include the designation of four (4) parking spaces for the Inglewood Center staff. It is further recommended that the Vice President – Administrative Services, or his designee, be authorized to execute the necessary documents.

\* President Fallo read correction during Board meeting.

**C. AMENDMENTS**

**Maas Companies, LLC:** Extend contract term from an end date of 12/31/03 to an end date of 6/30/05. The contract was previously approved at the August 21, 2000, regular meeting of the Board of Trustees. All other terms and conditions of the contract are unchanged.

**Hammel, Green and Abrahamson, Architects:** Extend contract term from an end date of 12/31/04 to an end date of 6/30/05. The contract was previously approved at the November 20, 2000, regular meeting of the Board of Trustees. All other terms and conditions of the contract are unchanged.

**D. PUBLIC WORKS PROJECT SCIENCE COMPLEX – CHANGE ORDERS**

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

1.	Bickerton Iron	<\$ 5,120.00>
2.	Circulating Air	\$ 37,442.00
3.	CK Arts, Inc	<\$ 667.00>
4.	Dynalectric	\$ 11,766.00
5.	GD Heil	\$ 9,274.00
6.	John Jory	\$ 8,509.00
7.	Conrod	\$ 5,038.00
8.	Pierre Sprinkler	<\$ 2,400.00>
9.	Action Sheet Metal	<\$ 3,794.00>
10.	Padua Glass	<\$ 450.00>
11.	Advantage Painting	<\$ 540.00>
12.	Global Steel	<\$ 856.00>
13.	Aluminax	<\$ 720.00>
14.	Felmar	<\$ 440.00>
15.	Qualco	\$ 1,132.00
	TOTAL	\$ 60,124.00

Credits

The following are amounts which were allocated for allowances to be used by Prime contractors; these particular allowances were not used and are being issued back to El Camino College.

GD Heil	-\$ 3,850.00	
Conrod	-\$ 1,750.00	
Pierre Sprinkler	-\$ 2,400.00	
Bickerton Iron	-\$ 5,120.00	
Action Sheet Metal	-\$ 3,794.00	
Padua Glass	-\$ 450.00	
John Jory	-\$ 6,605.00	
Advantage Painting	-\$ 540.00	
Global Steel	-\$ 856.00	
Aluminax	-\$ 720.00	
CK Arts, Inc.	-\$ 667.00	<\$...26,752.00>

Unforeseen conditions

1. Mechanical shaft fire-rated wall was not code compliant		\$ 71,312.00
GD Heil	\$ 6,990.00	
John Jory	\$15,114.00	
Circulating Air	\$37,442.00	
Dynalectric	\$11,766.00	
2. ADA ramp revisions, change in elevation grade caused plan and construction revision		\$ 6,788.00
Conrod	\$ 6,788.00	

3. Ceiling soffitt modification to accommodate HVAC ducting \$ 1,070.00  
 Environmental Acoustics \$ 1,070.00

Direction of Government Agency

4. Fire line Microbiological Intrusion C test \$ 1,132.00  
 Qualco \$ 1,132.00

Architectural errors and omissions

5. Additional demolition of shelves and counters not in original plan \$ 6,574.00  
 GD Heil \$ 6,134.00  
 Felmar \$ 440.00

**SCIENCE COMPLEX RENOVATION PROJECT**

The following table reports the budget status through November 29, 2004 for the Science Complex Renovation Project.

	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>
<b>State Funding (9504)</b>			
Design & Plan Review	1,031,000	1,031,000	0
Relocation	0	0	0
Hazardous Material Abatement	357,190	305,975	51,215
Construction	15,298,088	14,628,414	669,674
Construction Administration	443,000	403,993	39,007
Equipment	0	0	0
<b>TOTAL</b>	<b>17,129,278</b>	<b>16,369,382</b>	<b>759,896</b>
<b>Bond Funding (0219)</b>			
Design & Plan Review	500,638	408,456	92,182
Relocation	1,527,187	1,466,544	60,643
Hazardous Material Abatement	0	0	0
Construction	3,494,438	1,184,944	2,309,494
Construction Administration	66,475	0	66,475
Equipment	1,133,000	317,146	815,854
<b>TOTAL</b>	<b>6,721,738</b>	<b>3,377,090</b>	<b>3,344,648</b>
<b>GRAND TOTAL</b>	<b>23,851,016</b>	<b>19,746,472</b>	<b>4,104,544</b>

**E. NOTICE OF JOB COMPLETION**

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

**Project Name/Vendor**  
**Hazard Material Abatement – Phase 2**  
 Bid No. 2002-05

**Cost**  
 \$150,429.32  
 PO #68012

Grand Total **\$150,429.32**

Payable to: Tri Span  
 591 W. Explorer St.  
 Brea, CA 92821  
 Attn: Kelly Gogerty

**F. PURCHASE ORDERS**

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

Run Date  
 12/1/2004

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

**Meeting Date: 12-20-2004**

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0071161	CCS Presentation Systems, Inc.	Ed & Community Devel	New Equipment – Noninstruc.	\$4,849.60
P0071162	Borden Decal Co., Inc.	Parking-Student Perm	Non-Instructional Supplies	\$91.19
P0071163	Johnson Company	Health, Safety	Non-Instructional Supplies	\$2,530.60
P0071164	Delphin Computer Supply	P4E 99-00 COMPRE.TRA	Non-Instructional Supplies	\$163.46
P0071165	Community College League of Calif	Division Office NSci	Conferences Mgmt	\$285.00
P0071166	Richard E. Holz Conference	Financial Aid	Travel And Conference Exp	\$750.00
P0071167	American Express Travel	Administration	Travel And Conference Exp	\$134.79
P0071169	Bob Gann	Facilities/Planning	Non-Instructional Supplies	\$113.24
P0071170	Sandy De Mos	CDC	Dues And Memberships	\$75.00
P0071171	Sue Oda-Omori	Transfer Center	Non-Instructional Supplies	\$25.08
P0071172	Western Graphix	Parking-Student Perm	Non-Instructional Supplies	\$22.00
P0071173	Employer Resource Institute	Human Resources	Publications/ Periodicals	\$177.00
P0071174	Linda Lew	Job Placement	Non-Instructional Supplies	\$162.37
P0071175	Avail, Inc.	Telecommunications	Computer Software Account	\$2,700.84
P0071176	Johnson Company	Health, Safety	Non-Instructional Supplies	\$261.36
P0071177	New Readers Press	El Camino Language	Publications/ Periodicals	\$823.20
P0071178	Graybar Electric	Telecommunications	Non-Instructional Supplies	\$412.72
P0071179	Code Blue Corporation	Telecommunications	Non-Instructional Supplies	\$37.48
P0071180	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$1,089.73
P0071181	Specialized Products	Telecommunications	Non-Instructional Supplies	\$381.56
P0071182	Naylor Publications, Inc.	El Camino Language	Other Services And Expense	\$300.00

P0071183	U.S. Armor Corp.	Parking-Student Perm	New Equipment – Noninstruc.	\$517.54
P0071184	Unisource	Operations	Non-Instructional Supplies	\$3,940.30
P0071185	Bruce Spain	Division Office Fine	Conferences Mgmt	\$276.70
P0071186	Daniel E. Berney	Theatre/Dance	Non-Instructional Supplies	\$181.33
P0071187	Judy Kasabian	ATE-Articulation Par	Instructional Supplies	\$535.97
P0071188	Rent4Less	Transfer Center	Transportation	\$109.99
P0071189	Air Duct Cleaning	Facilities/Planning	Repairs Noninstructional	\$823.00
P0071190	Abtech Support, Inc.	Information Technolo	Maintenance Contracts	\$13,983.00
P0071191	Datatel, Inc.	Information Technolo	Maintenance Contracts	\$5,250.00
P0071192	The Office Professional	Information Technolo	Non-Instructional Supplies	\$87.00
P0071193	Jill L. Reed	VATEA Supplementary	Contract Services	\$599.00
P0071194	Hitt Marking Devices	EOPS	Non-Instructional Supplies	\$128.56
P0071195	Franklin Covey	EOPS	Non-Instructional Supplies	\$129.13
P0071196	Konica Minolta Business Solutions	EOPS	Non-Instructional Supplies	\$51.14
P0071197	U.S. Traffic Corporation	Operation Be Smart	New Equipment – Noninstruc.	\$17,428.25
P0071198	Association of Community And Cont	Presidents Office	Conferences Mgmt	\$625.00
P0071199	Association of Community College	Presidents Office	Conferences Mgmt	\$625.00
P0071200	Franjeans Flag Specialty	Recruitment/School	Non-Instructional Supplies	\$1,028.38
P0071201	Rental Service Corporation	Ctr for Arts Product	Repairs Parts And Supplies	\$90.03
P0071202	Sue Oda-Omori	Counseling Office	Non-Instructional Supplies	\$86.54
P0071203	Delphin Computer Supply	V.P. Academic Affairs	Instructional Supplies	\$108.25
P0071204	Long Beach Area Chamber of Commer	SBA 1/1/04 to 12/31	Dues And Memberships	\$450.00
P0071205	Daily Breeze, the	SBA 1/1/04 to 12/31	Multi Media Advertising	\$640.00
P0071206	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$64.41
P0071207	Comfort Inn & Suites	Speech Communication	Other Services And Expense	\$737.00
P0071208	William Malcolm	Fine Arts	Non-Instructional Supplies	\$75.00
P0071209	Mark Degenkolb	Fine Arts	Non-Instructional Supplies	\$75.00
P0071210	Sandra J. Nitchman	Fine Arts	Non-Instructional Supplies	\$75.00
P0071211	Deborah B. Minnichelli	Fine Arts	Non-Instructional Supplies	\$75.00
P0071212	Francesca C. Bishop	Speech Communication	Other Services And Expense	\$131.73
P0071213	Woodwind & Brasswind	Music	Instructional Supplies	\$745.14
P0071214	Machinist's Workshop	Machine Tool Technol	Publications Periodicals	\$24.95
P0071215	ASM International	WPLRC Skills Enhance	Other Books	\$32.00
P0071216	Boise Cascade	Humanities	New Equipment – Instruc.	\$2,572.02
P0071217	Ashley Paige	Ctr for Arts Promo	Contract Services	\$450.00
P0071218	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$459.50
P0071220	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$300.00
P0071221	Parma	Health, Safety	Dues And Memberships	\$100.00
P0071222	J.W. Marriott Hotel	Presidents Office	Conferences Mgmt	\$223.00
P0071223	Associated Photo Company	Art Department	Instructional Supplies	\$540.60
P0071225	Geac Library User Group	Division Office Inst	Other Services And Expense	\$100.00
P0071226	Council of Chief Librarians	Division Office Inst	Other Services And Expense	\$100.00
P0071227	Metropolitan Cooperative Library	Instructional Service	Library Books	\$200.11
P0071228	Susan D. Brouillette	Americans W/Disabili	Non-Instructional Supplies	\$83.55

P0071229	New World Creations	VATEA Medial / TV	New Equipment – Instruc.	\$368.18
P0071230	Pc Mall	VATEA Medial / TV	New Equipment – Instruc.	\$9,214.28
P0071231	Educational Resources, Inc	Nursing	Fundraising	\$1,558.32
P0071232	Tae Y. Kim	Life Sciences	Repairs - Instructional	\$71.63
P0071233	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$267.92
P0071234	Xerox Corporation	Copy Center	Instructional Supplies	\$807.97
P0071235	USA Bowling Coaching	Physical Education	Instructional Supplies	\$125.95
P0071236	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$1,419.65
P0071237	Mass Press	Rad Tech	Instructional Supplies	\$69.28
P0071238	Fastsigns	Student Affairs	Non-Instructional Supplies	\$909.30
P0071239	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,266.52
P0071240	Carpenter & Rothans	Purchasing and Busin	Liability - Self Insurance	\$3,903.88
P0071241	Johnson Company	Health ,Safety	Non-Instructional Supplies	\$219.46
P0071242	Gall's Inc	Parking-Student Perm	Non-Instructional Supplies	\$135.61
P0071243	Quality Business Machines	Parking-Student Perm	New Equipment – Noninstruc.	\$644.09
P0071244	Honors Transfer Council Of Califo	Honors Program	Dues And Memberships	\$50.00
P0071245	Engineered Packaging Solutions	Copy Center	Repairs - Instructional	\$150.00
P0071246	Little Company of Mary Health Ser	Parking-Student Perm	Other Services And Expense	\$166.00
P0071247	Redondo Beach Chamber of Commerce	Public Information	Dues And Memberships	\$231.00
P0071248	American Industrial Supply, Inc.	Paint Shop	Non-Instructional Supplies	\$653.83
P0071249	Joanna M. Nachef	Fine Arts	Non-Instructional Supplies	\$30.00
P0071250	School Specialty Inc.	Division Office BSSC	Instructional Supplies	\$73.61
P0071251	Hitt Marking Devices	Honors Program	Non-Instructional Supplies	\$28.69
P0071252	Mass Press	Honors Program	Non-Instructional Supplies	\$34.64
P0071253	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$28.73
P0071254	Xerox Corporation	Financial Aid	Maintenance Contracts	\$39.77
P0071255	Flynn Scale	V.P. Academic Affairs	Repairs - Instructional	\$195.00
P0071256	Xpedx	Warehouse	Inventories, Stores, Prep	\$3,078.63
P0071257	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,840.48
P0071258	Xpedx	Warehouse	Inventories, Stores, Prep	\$19,366.35
P0071259	U-Line	Facilities/Planning/	Non-Instructional Supplies	\$86.77
P0071260	Mass Press	Job Placement	Non-Instructional Supplies	\$34.64
P0071262	S & B Food Services Catering Serv	Faculty & Staff Dive	Non-Instructional Supplies	\$146.98
P0071263	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$554.94
P0071264	American Express Travel	Administration	Training	\$136.24
P0071265	Datatel, Inc.	BFAP Carry Over from	Consultants Services	\$1,565.20
P0071266	Ecolab, Inc.	Radiologic Tech Dona	Non-Instructional Supplies	\$3,486.26
P0071267	Datatel, Inc.	BFAP Carry Over from	Training	\$2,700.00
P0071268	Susan Saxe-Clifford, Phd	Parking-Student Perm	Other Services And Expense	\$350.00
P0071269	Career Cruising	Career Center	Non-Instructional Supplies	\$395.00
P0071270	Mass Press	Transfer Center	Non-Instructional Supplies	\$34.64
P0071271	Health Care Consultants C/O Paule	Division Office BSSC	Instructional Supplies	\$56.96
P0071272	Hitt Marking Devices	Admissions/Recors Of	Non-Instructional Supplies	\$28.19



P0071273	NCMPR	Public Information	Dues And Memberships	\$150.00
P0071274	Joanna M. Nachev	P4E 00-01 TECHN. PLA	Instructional Supplies	\$107.22
P0071275	Science News	Earth Sciences	Publications Periodicals	\$98.00
P0071276	Franklin Covey	EOPS	Non-Instructional Supplies	\$140.16
P0071277	Sargent Welch Scientific	Earth Sciences	New Equipment – Instruc.	\$1,291.29
P0071278	Carolina Biological	Earth Sciences	New Equipment – Instruc.	\$753.63
P0071279	Pacific Coachways	EOPS	Transportation	\$442.70
P0071280	S & B Food Services Catering Serv	EOP&S Maint of Effor	Non-Instructional Supplies	\$1,232.37
P0071281	Boise Cascade	EOPS	New Equipment – Noninstruc.	\$108.24
P0071282	Arts Presenters	Division Office Fine	Conferences Mgmt	\$495.00
P0071283	Campus Concerts	Fine Arts	Non-Instructional Supplies	\$600.00
P0071284	Campus Concerts	Fine Arts	Non-Instructional Supplies	\$1,500.00
P0071285	ACCCA	Staff Development	Conferences Mgmt	\$275.00
P0071286	Artscene	Fine Arts	Non-Instructional Supplies	\$315.00
P0071287	Datatel, Inc.	BFAP Carry Over	Other Services And Expense	\$50.00
P0071288	CCS Presentation Systems Inc.	Mathematics	Instructional Supplies	\$1,321.94
P0071289	MacKichan Software, Inc.	Mathematics	Instructional Supplies	\$2,173.00
P0071290	MSDN Academic Alliance	Computer Sciences	Instructional Supplies	\$399.00
P0071291	Coursey Enterprises, Inc.	Nursing	Instructional Supplies	\$259.80
P0071292	Fastsigns	Student Affairs	Non-Instructional Supplies	\$129.90
P0071293	AMI Electrical & Telecom, Inc.	Information Technolo	Contract Services	\$1,040.00
P0071294	LRP Publications	Admissions/Records	Non-Instructional Supplies	\$114.50
P0071295	Pancho's Restaurant	Humanities	Non-Instructional Supplies	\$400.00
P0071296	Career Cruising	VATEA Counseling	Other	\$395.00
P0071297	Chemsearch	Plumbing Shop	Non-Instructional Supplies	\$232.17
P0071298	West-Star Construction	Facilities/Planning	Repairs Noninstructional	\$8,803.01
P0071299	Fancy Floors	Carpenter Shop	Non-Instructional Supplies	\$80.47
P0071300	Barret Robinson Inc.	Facilities/Planning	Repairs Noninstructional	\$795.00
P0071301	John Wiley & Sons Inc.	Staff Development	Other Books	\$738.48
P0071302	Seton Nameplate Co.	Science Complex Cons	Repairs Noninstructional	\$383.13
P0071303	Hec Ramsey Enterprises	Parking-Student Perm	Non-Instructional Supplies	\$811.88
P0071304	Lsoft International	Information Technolo	Maintenance Contracts	\$200.00
P0071305	Dell Marketing L. P.	V.P. Academic Affairs	Instr.CompEquip	\$66,321.51
P0071306	Apple Computer, Inc.	V.P. Academic Affairs	Instr.CompEquip	\$19,555.15
P0071307	PC Mall Gov Inc.	V.P. Academic Affairs	Instr.CompEquip	\$532.81
P0071308	Discount School Supply	CDC	Instructional Supplies	\$1,196.17
P0071309	Ardena L. Brooks	Fine Arts	Non-Instructional Supplies	\$200.00
P0071310	Elfring Fronts Inc.	Administration	Software	\$109.84
P0071311	Delphin Computer Supply	Admissions/Records	New Equipment – Noninstruc.	\$167.38
P0071312	Johnson Company	Health, Safety	Non-Instructional Supplies	\$567.77
P0071313	U.S. Armor Corp.	Parking-Student Perm	New Equipment – Noninstruc.	\$1,120.48
P0071314	American Express Travel	Architect Fees & Eng	Conferences Mgmt	\$144.90
P0071315	Ceeco	Telecommunications	Non-Instructional Supplies	\$101.49
P0071316	NCS Pearson, Inc.	Information Technolo	Maintenance Contracts	\$1,250.00
P0071317	NCS Pearson, Inc.	Information Technolo	Maintenance Contracts	\$408.00

P0071318	Premium Promotionals	Staff Diversity	Non-Instructional Supplies	\$665.00
P0071319	Joseph M. Georges	Ca Virtual Uni. 2nd	Software	\$29.95
P0071320	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$349.00
P0071321	Heather Parnock	Health Sciences	Non-Instructional Supplies	\$450.00
P0071322	American Association of Community	Presidents Office	Dues And Memberships	\$8,940.00
P0071323	M. C. Esser	Student Affairs	A/P Manually Generated	\$500.00
P0071324	Intelcom	Instructional Televi	Other Services And Expense	\$227.33
P0071325	The Tape Company	Film Rental	Instructional Supplies	\$224.88
P0071326	Proquest	Division Office Inst	Publications Periodicals	\$16,163.40
P0071327	Association of Performing Arts	Artes de El Camino	Conferences Mgmt	\$590.00
P0071328	Community College League of Calif	TTIP Library Automat	Other Services And Expense	\$7,730.00
P0071329	Ladner Coatings Inc.	Facilities/Planning	Repairs Noninstructional	\$3,950.00
P0071330	Dell Computer	Information Technolo	Non-Instructional Supplies	\$642.90
P0071331	Mark Costello Company	Utilities	Waste Disposal	\$1,461.38
P0071332	Collins & Aikman	Replace / Repair Flo	Site Improvements	\$29,162.53
P0071334	Mcmaster Carr	Physics	Instructional Supplies	\$385.28
P0071335	Carolina Biological	Life Sciences	Instructional Supplies	\$227.75
P0071336	California Association for Local	WPLRC Technical Inst	Dues And Memberships	\$80.00
P0071337	Staples	Ed & Community Devel	Non-Instructional Supplies	\$318.13
P0071338	Creation Engine	Public Information	Non-Instructional Supplies	\$117.17
P0071339	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$35.00
P0071340	Boise Cascade	Physical Education	Instructional Supplies	\$327.26
P0071341	Covermaster Inc.	Physical Education	New Equipment – Instruc.	\$11,000.00
P0071342	Westchester Chamber of Commerce	Public Information	Dues And Memberships	\$300.00
P0071343	Ann M. Garten	Public Information	Conferences Mgmt	\$32.50
P0071344	ArtCity.Com	Public Information	Non-Instructional Supplies	\$365.99
P0071345	Torrance Postmaster	Public Information	Postage	\$150.00
P0071346	Toys R Us	Student Affairs	ASB Exp.	\$1,000.00
P0071349	Mountain Medical	Physical Education	New Equipment – Instruc.	\$3,906.74
P0071351	Mass Press	CDC	General Office Supplies	\$34.64
P0071353	Monterey Graphics	SBA 1/1/04 to 12/31	Non-Instructional Supplies	\$473.49
P0071355	Sign a Rama	SBA 1/1/04 to 12/31	Printing	\$625.00
P0071356	American Express Travel	SBA 1/1/04 to 12/31	Transportation/ Mileage	\$192.90
P0071357	New York Food	SBDC Program Income	Non-Instructional Supplies	\$453.26
P0071358	Boise Cascade	Ed & Community Devel	New Equipment – Noninstruc.	\$1,346.63
P0071359	Delphin Computer Supply	SBA 1/1/04 to 12/31	New Computer Equipment-No	\$3,024.51
P0071360	Dell Marketing L. P.	SBA 1/1/04 to 12/31	New Computer Equipment-No	\$19,945.90
P0071361	Office Max A Boise Company	Physical Education	New Equipment – Instruc.	\$281.53
P0071362	Laidlaw Education Services	Student Affairs	ASB Exp.	\$491.20
P0071363	S & B Food Services Catering Serv	EOPS	Non-Instructional Supplies	\$2,079.85
P0071364	Paradise Awards	Health Sciences	Non-Instructional Supplies	\$162.38
P0071365	Lern Conferences	Contract Education	Conferences Mgmt	\$75.00
P0071366	Flynn Scale	Wellness Center	Instructional Supplies	\$328.00
P0071367	Mid City Mailing Services	Fine Arts	Non-Instructional Supplies	\$385.00

P0071368	Torrance Postmaster	Fine Arts	Non-Instructional Supplies	\$485.56
P0071369	NAVPA	Admissions/Records	Dues And Memberships	\$150.00
P0071370	S & B Food Services Catering Serv	Faculty & Staff Dive	Non-Instructional Supplies	\$1,000.00
P0071371	Guiliano's Delicatessen	RITC 10/1/04 - 9/30/	Conferences Mgmt	\$115.50
P0071372	Sears Commercial One	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$455.68
P0071373	Gardena Valley Chamber of Commerce	Public Information	Dues And Memberships	\$246.25
P0071374	Mira Costa High School	Public Information	Multi Media Advertising	\$325.00
P0071375	Redondo Union High School	Public Information	Multi Media Advertising	\$650.00
P0071376	Mira Costa High School	Public Information	Multi Media Advertising	\$1,500.00
P0071377	Premier Agendas	Administration	Other Services And Expense	\$951.52
P0071378	Anaheim Hilton	Administration	Travel And Conference Exp	\$462.52
P62856A	Tri Span Inc.	Asbestos & Lead Based	Contract Services	\$240.00

**Total : 209 \$371,093.83**

B0070651	Epos Corporation	Information Technolo	Maintenance Contracts	\$17,500.00
B0071168	Medical Institute of	Human Resources	Other Services And Expense	\$4,000.00
B0077696	Craig A. Mitchell	SBDC CITD	PSA Contract Services	\$2,000.00
B0077817	Maria J. O'Brien	DSPS	PSA Contract Services	\$2,250.00
B0077823	Judy Shane	Contract Training	PSA Contract Services	\$10,000.00
B0077849	Gourmet Creations	ILP	Contract Services	\$3,064.00
B0077850	Gourmet Creations	Early Steps to Emanc	Contract Services	\$1,650.00
B0077855	Deanna Quesada	Early Steps to Emanc	PSA Contract Services	\$3,552.00
B0077856	Keith H. Green	Early Steps to Emanc	PSA Contract Services	\$3,552.00
B0077857	Mandla Kayise	ILP	PSA Contract Services	\$5,587.00
B0077858	Pablo Sandoval	Foster Care Ed 03-04	PSA Contract Services	\$333.00
B0077861	Cheryl Love-Queen	Foster Care Ed 03-04	PSA Contract Services	\$590.00
B0077866	Seaprodex Tourist	El Camino Language	Contract Services	\$450.00
B0077879	Mid City Mailing Ser	Ed & Community Devel	Multi Media Advertising	\$4,000.00
B0077881	Nzingha Family Servi	KEPS	PSA Contract Services	\$2,200.00
B0077882	Toni Thomas	KEPS	PSA Contract Services	\$2,220.00
B0077884	Janina G. Velasquez	Human Resources	PSA Contract Services	\$5,000.00
B0077885	Nextcom Inc.	Cact CA Employee Tra	Contract Services	\$1.00
B0077886	Orange County Contai	Cact CA Employee Tra	Contract Services	\$1.00
B0077887	Robert J. Grajeda	WPLRC - ETP	PSA Contract Services	\$7,800.00
B0077888	Lori Williams	SBA 1/1/04 to 12/31	PSA Contract Services	\$10,000.00
B0077889	Bill Scroggins	V.P. Academic Affairs	PSA Contract Services	\$1,000.00
B0077890	Torrance Postmaster	Ctr for Arts Promo	Postage	\$1,500.00
B0077891	Los Angeles Weekly	Ctr for Arts Promo	Multi Media Advertising	\$6,000.00
B0077892	ECCD Petty Cash	ILP	Instructional Supplies	\$2,000.00
B0077893	Cedars-Sinai Medical	Nursing	Instructional Supplies	\$1.00
B0077894	L.A. Metropolitan Me	Nursing	Instructional Supplies	\$1.00
B0077895	Cedars-Sinai Medical	Nursing	Instructional Supplies	\$1.00
B0077896	Cedars-Sinai Medical	Nursing	Instructional Supplies	\$1.00
B0077897	Inglewood Chamber of	Public Information	Dues And Memberships	\$500.00
B0077898	ECCD Petty Cash	International Educat	Other Services And Expense	\$300.00



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

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**I. INFORMATION**

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

<b><u>Instructional Equipment</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance</u></b>
Business (0602)	336,000	217,624	118,376
Fine Arts (0604)	90,000	130,565	(40,565)
Health Science & Athletics (0605)	13,800	8,938	4,862
Industry & Technology (0607)	57,326	29,590	27,736
Learning Resources (0609)	325,000	41,409	283,591
Mathematical Sciences (0610)	68,121	3,117	65,004
Natural Sciences (0611)	5,200	7,841	(2,641)
Total Instructional Equipment	895,447	439,084	456,363
<b><u>Technology</u></b>			
Information Technology Services (0608)	1,557,570	83,733	1,473,837
Total Technology	1,557,570	83,733	1,473,837
<b><u>Other Equipment</u></b>			
Admissions & Records (0613)	79,800	3,302	76,498
Health Center (0613)	5,000	3,510	1,490
Total Other Equipment	84,800	6,812	77,988
Grand Total	2,537,817*	529,629	2,008,188

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

## B. PROJECT BUDGETS

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

The following table reports expenditures through November 29, 2004.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 11/29/04)</b>			
	<b>REVISED BUDGET</b>	<b>TOTAL EXPENDED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization (ACM)</u></b>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	10,245	1,518,755
Athletic Education and Fitness Complex (0203)	15,718,000	154,211	15,563,789
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	40,249	6,044,647
Business Building Replacement (0205)	10,926,189	80,173	10,846,016
Central Plant (0206)	10,858,000	71,684	10,786,316
Child Development Center Phase 2 (0207)	2,525,000	16,804	2,508,196
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	7,420	1,092,580
Fire Academy Structure (0209)	791,375	5,387	785,988
Fire Program Facility (0210)	123,000	985	122,015
Health Occupations and Wellness Center (0211)	12,072,551	79,683	11,992,868
Humanities Complex Replacement (0212)	23,120,064	419,114	22,700,950
Learning Resource Center Addition (0213)	7,100,000	46,934	7,053,066
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	55,603	8,360,629
Remodeling Phase Two (0216)	157,625	1,213	156,412
Remodeling Phase Three (0217)	8,715,875	57,577	8,658,298
Science Complex Renovation (0219)	6,721,738	3,351,813	3,369,925
Signage and Wayfinding (0224)	2,600,000	36,828	2,563,172
Student Services and Activities Replacement (0220)	31,448,118	231,404	31,216,714
Temporary Space and Relocation Costs (0221)	2,000,000	58,633	1,941,367
Vocational Education Complex (0222)	22,349,821	169,093	22,180,728
		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
<b>Total Additional Classrooms and Modernization</b>	<b>193,083,184</b>	<b>5,600,921</b>	<b>187,482,263</b>
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>			
Asphalt Resurfacing - All Lots (0301)	400,000	12,961	387,039
Emergency Generators and Distribution (0302)	2,265,000	6,273	2,258,727
Emergency Power to Security Lighting (0303)	175,000	485	174,515
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	2,487	397,513
Fencing Replacement and Additions (0305)	375,000	1,039	373,961
Landscaping and Irrigation System Replacements (0306)	2,540,000	26,808	2,513,192

Lighting - Upgrade / Replace All Lots (0308)	2,440,000	6,758	2,433,242
Lot F Parking Structure Improvements (0309)	1,632,000	4,520	1,627,480
Lot H Parking Structure (0310)	8,348,666	23,319	8,325,347
Paving Replacement - All Walks and Driveways (0311)	2,187,000	6,057	2,180,943
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	226	81,374
Security Video (0313)	180,000	6,566	173,434
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	70,950	1,874,231
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b>24,727,231</b>	<b>168,450</b>	<b>24,558,781</b>
<b><u>Energy Efficiency Improvements (EEI)</u></b>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	-	2,818,000
Reserve for Contingencies (0499)	215,653	-	215,653
<b>Total Energy Efficiency Improvements</b>	<b>3,033,653</b>	<b>-</b>	<b>3,033,653</b>
<b><u>Health and Safety Improvements (HSI)</u></b>			
Administration (0501)	4,367,732	39,380	4,328,352
Art & Behavioral Sciences (0502)	12,247,136	111,628	12,135,508
Auxiliary Warehouse (0504)	105,042	733	104,309
Communications (0507)	6,623,354	61,253	6,562,101
Construction Technology (0508)	943,970	9,315	934,655
Domestic Water System (0509)	2,488,800	55,055	2,433,745
Facilities and Receiving (0510)	1,985,416	96,699	1,888,717
Fire Alarm (0511)	780,800	4,799	776,001
Firelines (0512)	1,837,503	67,011	1,770,492
Hazardous Materials Abatement (0513)	200,000	81,025	118,975
Library (0515)	7,876,509	193,163	7,683,346
Marsee Auditorium (0516)	6,670,843	61,539	6,609,304
Math & Computer Sciences (0517)	10,761,643	99,148	10,662,495
Music (0518)	8,896,846	84,107	8,812,739
Natural Gas System (0519)	488,000	3,038	484,962
North Gymnasium (0520)	3,248,993	232,748	3,016,245
Physical Education and Men's Shower (0521)	3,896,871	36,541	3,860,330
Planetarium (0522)	559,465	8,145	551,320
Pool and Health Center (0523)	8,273,592	76,972	8,196,620
Primary Electrical Distribution System (0524)	13,460,000	169,846	13,290,154
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	8,006	1,305,658
Sewer System (0527)	1,964,200	11,921	1,952,279
Social Sciences (0528)	7,415,520	67,177	7,348,343
Storm Drain System (0530)	1,083,909	6,623	1,077,286
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
<b>Total Health and Safety Improvements</b>	<b>117,283,489</b>	<b>3,042,226</b>	<b>114,241,263</b>
<b><u>Information Technology and Equipment (ITE)</u></b>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	292,371	831,279
Facilities Planning and Services (0603)	1,818,724	176,071	1,642,653
Fine Arts (0604)	2,805,096	328,212	2,476,884
Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	422,712	1,348,929
Information Technology (0608)	14,557,510	339,163	14,218,347
Learning Resources (0609)	4,665,775	97,340	4,568,435



Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	392,820	2,609,465
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	101,992	465,508
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
<b>Total Information Technology and Equipment</b>	<b>54,681,858</b>	<b>2,894,512</b>	<b>51,787,346</b>
<b>Physical Education Facilities Improvements (PEFI)</b>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
<b>Total Physical Education Facilities</b>	<b>1,707,049</b>	<b>-</b>	<b>1,707,049</b>
	\$394,516,464	\$11,706,109	\$382,810,355

**C. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for January 12, 2005, at 3 p.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.

**Flewelling and Moody:** Contractor to provide architectural and engineering design services for the renovation for the Marsee Auditorium. Dates of Service: January 1, 2005 through December 31, 2006 (nonrenewable). Cost: NTE the greater of \$650,472 or 10% of the value of the construction contracts awarded, including reimbursables, invoiced monthly. Account: 42-55130-00-000000-0516.

**B. AMENDMENT**

**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~~; \$62,000. Increase of \$5,000 due to (1) the relocation of fuel dispensing pumps because of an unknown underground electrical vault, and (2) soils removed from the area were deemed “hazardous materials” and required special hauling requirements. Account number 42-56120-01-710000-0510; Blanket Purchase Order #69086.

**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  
12/1/2004

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

**Meeting Date: 12-20-2004**

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0071219	Dell Computer Corp Educational Di	Information Technolo	New Equipment – Noninstruc.	\$21,188.29
P0071224	Metronome, Inc. c/o IFSC	Information Technolo	New Equipment – Noninstruc.	\$23,755.00
P0079033	CCS Presentation Systems, Inc.	Business	New Equipment – Noninstruc.	\$2,800.00
P0079035	Capital Wholesale Lighting And El	Music	Construction Material	\$555.55
P0079037	CCS Presentation Systems, Inc.	Business	New Equipment – Noninstruc.	\$3,381.00
P0079038	Dell Marketing	Business	New Equipment – Noninstruc.	\$2,077.36
P0079039	Spectrum Industries, Inc.	Business	New Equipment – Noninstruc.	\$3,654.34
P0079040	U-Line	Science Complex Reno	General Office Supplies	\$64.96
P0079041	S & M Moving Systems	Science Complex Reno	General Office Supplies	\$1,575.00
<b>Total :</b>			<b>9</b>	<b>\$59,051.50</b>
B0077917	Psomas	Master Planning	Architecture & Engineering	\$197,925.00
B0079021	Vizual Symphony, Inc	Science Complex Reno	Group II Equipment	\$90,405.37
B0079036	Flewelling & Moody	Campus Theatre	Architecture & Engineering	\$5,000.00
B69016A	Toft Wolff Farrow	Master Planning	Architecture & Engineering	\$23,193.54
B69103A	Psomas	Master Planning	Professional Services-Bon	\$21,609.38
<b>Total :</b>			<b>5</b>	<b>\$338,133.29</b>
<b>Total POs and BPOs :</b>		<b>14</b>	<b>TOTAL :</b>	<b>\$397,184.79</b>

**B. CHANGE ORDERS**

None

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

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from  
**Human Resources - Administrative Services**

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## **A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-38 and 1-37.

### Certificated Personnel:

1. Retirement - Mr. Joseph Georges, full-time instructor of Political Science, effective June 10, 2005, and that a plaque be presented to him in recognition of his service to the District since 1964.
2. Retirement – Mr. Vic Hanson, Vice President, Administrative Services, effective February 28, 2005.
3. Retirement – Ms. Sharen Kokaska, full-time Learning Disability Specialist, effective June 20, 2005, and that a plaque be presented to her in recognition of her service to the District since 1988.
4. Retirement – Ms. Christina Moran Wisdom, full-time instructor of Fashion, effective June 30, 2005, and that a plaque be presented to her in recognition of her service to the District since 1979.
5. Retirement – Ms. Frances Vander Stucken, full-time instructor of Nursing, effective June 10, 2005.
6. Pre-Retirement – Ms. Deborah Weir, full-time instructor of English as a Second Language (ESL) to work a reduced load of 66.7% in Fall and 66.7% in Spring, for five years beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).
7. Rescind Pre-Retirement – Dr. Joan Thureson, full-time instructor of Philosophy, effective June 10, 2005.
8. Amend Employment – Ms. Holly Fall, full-time Nurse Practitioner, from 80% to 100%, effective January 1, 2005.
9. Employment – Ms. Dorothy Ray, full-time/temporary instructor of Speech, Class II, Step 12, Academic Salary Schedule, effective August 28 through December 17, 2004.
10. Extend Employment - Ms. Sabra Sabio, full-time/temporary Counselor, 50% Puente, 50% Generalist, Class II, Step 4, Fiscal Salary Schedule, effective January 3 through June 30, 2005

11. Leave of Absence (personal) – Ms. Stephanie Rodriguez, Counselor, 100% leave to work as Interim Workforce Education Director, effective September 1 through December 31, 2004.
12. Extend Leave of Absence (personal) – Ms Stephanie Rodriguez, Counselor, 100% leave to work as Interim Workforce Education Director, effective January 3 through June 30, 2005.
13. Extend Leave of Absence (family leave) – Ms. Jennifer Annick, full-time instructor of English, effective February 12 through June 10, 2005.
14. Extend Leave of Absence (medical) – Ms. Carmen Hunt, full-time instructor of Speech, effective August 27 through December 31, 2004.
15. Extra Services – Ms. Leslie Back, full-time faculty coordinator in Fine Arts, to coordinate Fine Arts Division/CFA student attendance education program, to be paid \$55.09 an hour, not to exceed 8 hours a day for 19 days or \$8,374, effective January 18 through February 8, 2005, in accordance with the Agreement, Article X, Section 13(b).
16. Special Assignment – Ms. Nancilynn Burruss, part-time instructor of English, to teach English for credit at Terminal Island as part of the Terminal Island/Culinary Arts contract with the WpLRC, to be paid \$62.29 an hour for lecture and \$47.75 an hour for lab, not to exceed 144 hours or a total of \$9,250, effective January 1 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Ms. Janet Young, full-time instructor of Child Development, to serve as interim director of the Teacher Education Program (TEP), to be paid \$50.09 an hour, not to exceed 80 hours or \$4,008, effective January 2 through March 31, 2005, in accordance with the Agreement, Article X, Section 14(c).
18. Special Assignment – Mr. John Erwin and Mr. Jeff Donahue, part-time instructors in Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy, effective February 14 through June 30, 2005, to be paid \$37.57 an hour, not to exceed 36 hours or \$1,352 each, in accordance with the Agreement, Article X, Section 9(m).
19. Special Assignment – Mr. Sergio Borbon and Mr. David Do, part-time instructors in Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy, effective February 14 through June 30, 2005, to be paid \$37.57 an hour, not to exceed 84 hours or \$3,155 each, in accordance with the Agreement, Article X, Section 9(m).

20. Special Assignment – Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, to coordinate firefighter In-Service training programs with local agencies, effective January 3 through June 30, 2005, to be paid \$43.31 an hour, not to exceed 96 hours or \$4,157, in accordance with the Agreement Article X, Section 9(m).
21. Special Assignment – Mr. Tommy Jester, part-time instructor of Administration of Justice, to coordinate the P.O.S.T. program, effective January 5 through June 30, 2005, to be paid \$37.57 an hour, not to exceed 96 hours or \$3,606, in accordance with the Agreement, Article X, Section 9(m).
22. Special Assignment – Ms. Toni Christopherson, full-time instructor of Nursing, to teach for-credit lecture Nursing 64 & 65 and Post Licensure classes as part of the Los Angeles County Nursing Contract, to be paid \$50.09 an hour, not to exceed 150 hours or \$7,525, effective December 19, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).
23. Special Assignment – The following full-time faculty to be paid 200 hours of reassigned time for Federation activities for Fall 2004, in accordance with the Agreement, Article III, Section 11(c).

David Westberg	40 hours	
Sean Donnell	40 hours	
Donald Brown	15 hours	
Susan Taylor	8 hours	
Chris Jeffries	8 hours	
Angela Simon	89 hours	(72 hours paid as overload)
	200 hours	

24. Special Assignment – Ms. Barbara Budrovich, full-time instructor of English, to supervise the Writing Center and the CAI Lab, to be paid 37.57 an hour, not to exceed \$3,800 or 100 hours, effective January 5, 2005 through February 8, 2005, in accordance with the Agreement, Article X, Section 14(a).
25. Special Assignment – The following full-time instructors to conduct English as a Second Language (ESL) interviews for the Matriculation Services Division, to be paid \$37.57 an hour, not to exceed 8 hours a week, effective July 1 through June 30 2005, in accordance with the Agreement, Article X, Section 14(a).

Jenny Simon

Nancy Currey

26. Special Assignment – The following part-time/temporary employees to provide instruction in the Fire Academy, to be paid \$37.57 an hour not to exceed 64 hours or \$2,404, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

Lee Macpherson  
Richard Shima

Bradley Sweatt  
William Warren



27. Special Assignment – Mr. Jonathon Brownlee, part-time instructor of Radiologic Technology, to teach Community Education Classes, non-STRS Credit class, to be paid 35% of final student enrollment, not to exceed \$1,200, effective January 19 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
28. Stipend Assignment – Ms. Ruby Millsap, part-time instructor of Dance, to coordinate dance production, to be paid \$428, effective October 1 through December 10, 2004, in accordance with the Agreement, Article X, Section 10(d).
29. Amend Employment – Ms. Lucinda Bramlett, part-time instructor of Nursing, from Class 1, Step 1, to Class II, Step 1, effective August 28, 2004.
30. Amend Employment – Dr. Daisy Carr, part-time instructor of Biology to teach for-credit clinical Anatomy 32, as part of the Mt. Sac/LA County Nursing contract with Community Advancement, under Education Code 87470, to be paid Class II, Step 6, (instead of II, 1) on the Academic Salary Schedule, effective August 26, 2004 through June 30, 2005.
31. Employment – The following part-time/temporary on-call counselors to be hired as needed, not to exceed 24 hours per week, effective January 3 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(e).

Danelle Boone	Monica Lanier
Griselda Castro	Daissa Lee
Luisa Cortez	Hatien Nguyen
Yolanda Dawson	Jimmy Nguyen
Nelson Espinola	Kimberly Overton
Edward Gropp, Jr.	Paul Quintero
Maribel Hernandez	Blanca Rodriguez
Veronica Herrera	Lan Truong
Michael Klineman	Dexter Vaughn
Cathy Lakatos	Cristina Whiteside

32. Employment – The following part-time instructors in the Fire Academy to provide instruction effective February 14 through June 30, 2005, to be paid \$37.57 an hour, not to exceed 64 hours or \$2,404, in accordance with the Agreement, Article X, Section 9(m).

Lee Macpherson	Richard Sima	Bradley Sweatt
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33. Employment – The following part-time/temporary instructors to provide instruction in the Fire Academy, effective February 14 through June 30, 2005, to be paid by their respective agencies:

Beverly Hills Fire Department  
Department  
Gregory Barton

Manhattan Beach Fire  
Charles Leroy Wilson

Culver City Fire Department  
Department  
Tim Wilson

Redondo Beach Fire  
Richard Martinez

El Segundo Fire Department  
Kevin Scott Smith

Torrance Fire Department  
Leigh McArthur  
Gerald Strousse

Hermosa Beach Fire Department  
James Crawford

UCLA – Center for  
Prehospital Care  
Patricia Binder  
Josh Binder

34. Employment – Ms. Jane Terry and Mr. Douglas Thompson, part-time/temporary librarians to be hired as needed for the 2005 winter session.

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

Natural Sciences  
Robin Abbott

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

Behavioral and Social Sciences  
Elham Gheytauchi, Class II, Step 4

Humanities  
Mary Borell, Class V, Step 14  
Jennifer Hill, Class III, Step 5  
Judy Houser, Class V, Step 11

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

## **Behavioral & Social Sciences**

Ahab Afifi  
Sandra Brandts  
Marie Butler  
Derek Cadman  
Tisa Casas  
Maria Chovan  
Patricia Clark  
Michael Critelli  
Judith Dugas  
Kristie DiGregorio  
Elham Gheyntanchi  
Julio Farias  
Stanley Fitch  
Darla Fjeld  
Thomas Glenn  
Austin Gordon  
Mark Gordon  
John Green  
Patrick Griffin  
Lawrence Guillow  
Shahrokh Haghghi  
Paul Harley  
Laurie Houske  
Tamara Jackson  
Meric Keskinel  
Thomas Keville  
Margaret Kidwell Udin  
Peter Kolesnik  
Toshiko Konishi  
Roberto Lacarra  
Simon Lamar  
Michelle Light  
Marc Mestyaneck

Robroy Meyers  
Natalina Monteiro  
Ricky Murray  
Gerardo Nebbia  
Rebeca Nunez-Mason  
Kaoru Oguri  
Allen Perlstein  
Jill Pfeiffer  
Valencia Rayford  
Kirsten Resnick  
Bradley Reynolds  
Jeffrey Rigby  
Alexa Root  
Samuel Russo  
Helen Sabin  
Sabra Sabio  
Katherine Santarosa  
Francis Schulte  
Sharyn Seaton  
Lorrie Shiota  
Nancy Soto  
Kell Stone  
Paul Swendson  
Elena Taborda-Reigadas  
Dale Tatum  
Sonya Thompson  
Mari Womack  
Ventriss Woods  
Kofi Yankey  
Martin Young  
Paulette Young  
Alfred Zucker

## **Business**

Chris Adams  
Steven Alexander  
Shirley Aoto  
William Bartz  
Rose Bernyk  
Jack Bliss  
Glenda Brass  
Patricia Campbell

Francis Capotosto  
Douglas Carnahan  
Jeffrey Cowan  
Noel Craven  
Loretta Daniels  
Vincent DeLuca  
Reni Dougherty  
Stanton Faris

Allan Fork  
Derf Fredericks  
John Fuchs  
Marilyn Harris  
James Healy  
Kurt Hull  
Jo Ann Jones  
Philip Ser-Sun Lau  
Leon Manuel  
Katherine Maschler  
Elaine McDaniel  
Jon Mercant  
Jerry Muraoka

**Fine Arts**

Peter Abilogu  
Deborah Aitken  
Margaret Ames  
Craig Antrim  
Elizabeth Atherton  
Cynthia Bahti  
Ava Baldwin  
Kenneth Bell  
Dana Bisignano  
Beverly Bledsoe  
Joseph Bonanno  
Harold Borden  
Thomas Bradac  
Linda Busch  
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  
Barbara Dyer  
Susan Einstein  
Susan Elizalde-Holler  
Dana Emerson-Lee

Denise Nevin  
Vi Tuong Pham  
John Rodi  
Robert Rooks  
Marcia Russell  
O'Harrall Sago  
William Saichek  
Rory Schlueter  
Sophia Sherif  
John Slawson  
Jessica Stoudenmire  
Douglas Westhoff  
Brenda Williams

Kurt Festinger  
Lawrence Fraser  
Virginia Frazier  
Jonathon Grasse  
Mary Hackett-Konicek  
Gloriane Harris  
Richard Hastings  
Diane Hayden  
Robert Hersh  
Heidi Hinds  
Hiroko Hojo  
Grant Hungerford  
Gary Y. Iida  
Maria Jaque  
Karin Jensen  
Kim Jensen  
Isadora Johnson  
Soyun Ham Kang  
Leroy Kim  
Jack King  
Lawrence Klepper  
Rona Klinghofer  
Anthony Klune  
Mark Lewis  
Nathan Lilienthal  
Lubna Lipton  
Kristi Lobitz  
Norman Looney  
James Mack  
Patricia Maki  
Annie Malone

Margot Martin  
Susanna Meiers  
Rosalyn Mesquita  
Andrea Micallef  
Michael Miller  
Ruby Millsap  
Joseph Mitchell  
Vicki Muto  
Daryle Nagano  
Mark Nelson  
Binh Ngo  
Dee Marie Nieto  
Michael Oates  
Nancy OBrien  
Terrell O'Donnell  
Marian Bodnar O'Keefe  
Thomas Owens  
Laurel Paley  
Ann Patterson  
David Patterson  
Wayne Perkins  
Deon Price  
William Pupa  
Michael Quinn  
Dorothy Ray  
Tina Riggs (Chambers)  
Hector Rivas  
Karen Roberts

Lois Roberts  
Manon Robertshaw  
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  
Larisa Treiguts  
Sandra Trepasso  
Rickey Tyler  
Stella Vognar  
Randall von Bloomberg  
Helene Wagner  
Noah Webb  
Rex Wells  
Karen Whitney  
Jeanette Wrate  
Eunee Yee  
Shanon Zusman

### **Health Sciences & Athletics**

Donald Andrews  
Billie Jo Anthony  
Sivi Banks-Carson  
Edwardo Barragan  
Chrstitiana Baskaran  
Randi Berg  
Thomas Bergeron  
Richard Blount  
Lucinda Bramlett  
Robin Briggs  
Jonathan Brownlee  
Sacha Bryant  
Susan Calderon  
Marisa Chang  
Pamela Chappell  
Geralin Clark

Nina Collins  
Lisa Correa  
Paul Culton  
Patricia Dagata  
Mina Dastgheib  
Linda Delzeit  
Susan Diamond-Bucher  
Margaret Ernaga  
Monique Eriksen  
Michael Fenison  
Diana B. Galias  
Norene Gift  
Barbara Gomez  
Yakoub Gorgi  
Donna Green  
Hiroko Hojo

Michael Houck  
Kevin Hughley  
Naveed Hussain  
Paul Ichino  
Karen Ivory  
Sherry Jenkins  
Steven Jones  
Bonnie Kayser  
Edward Kelly  
Margaret Kidwell-Udin  
Sheila Lenham  
Mechelle Lenon  
Monica Lizarraga  
Marie Mendiondo  
Stan Mintz  
Douglas Mizukami  
Josephine Moore  
Helen Nakano  
Mary Ogi  
Ellen Olaivar  
Nobeyba Ortega  
Bryan Ouchi  
Dipte Patel  
Fred Petersen  
Christine Plummer

### **Humanities**

Joan Anderson  
Jack Arensmeyer  
Samy Ayari  
Jeannine Barba  
Rosalie Barlock  
Maria Bauer  
Barbara Beaupre  
Elaine Bender  
Vicki Blaho  
Ottillie Boboc  
Mary Borell  
Frances Brown  
Ronald Brutti  
Allen Bundy  
Nancilynn Burruss  
Zeina Chakhchir  
Kathleen Collins  
Agnes Davies  
Aleta Davis

Kathleen Richman  
Danielle R. Roman  
Nathaniel Roque  
Kathleen Rosales  
Carmen Saunders  
Constance Schwartzman  
Kiran Sharma  
Stephen Shaw  
Sean Sheil  
Julia Sprague  
Susan Stohrer  
Darryl Sue  
Fumi Tamura  
Patsy Tebbs  
Mark Thomas  
Terry Titus  
Matthew Trites  
Steven Van Kanegan  
John Verdugo  
Lisa Weyh  
Joyce Wise  
Karen Wyatt  
Mits Yamashita  
Lynn Zeman  
Aiping Zhao

Nancy De Noi  
Kristie DiGregorio  
Denise Dumars  
Garner Eastham  
Joan Engelhaupt  
Helen Factor  
Paula Fonseca-Bai  
Rita M. Fork  
Antonio Gonzalez  
Ellen Griffin  
Sudeepa Gulati  
Julia Hackner  
Bob Halpern  
Carroll Hauser  
Yvette Hawley  
Hiltrud Heller  
Elizabeth Hindman  
Michiko Hirata  
Patricia Hoovler

Judy Houser  
Miriam Houssels  
Aura Imbarus  
Faith Jackson  
Tina Ji  
Roberto Jimenez  
Dalia Juarez  
Bruce Kermane  
Jennifer Hill  
Sheryl Kunisaki  
Gina Ladinsky  
Debra Lorango  
Rebecca Loya  
Michael Mangan  
Clinton Margrave  
Andrew Marshall  
Kate McLaughlin  
Mary Mills  
Robert Murchison  
Kareema Nasouf  
Heidi Neu  
Clare Norris  
Susan Nozaki  
Sharon Osburg  
Naoko Otani  
Amir Pamugh  
Bonita Pereyra  
Carolina Perez  
Claudia Prada  
Susan Pramschufer  
Robert Puglisi  
Cynthia Quintero

**Industry & Technology**

Mark Arnold  
George Allen Barber  
Danny Barley  
John Bechtel  
Robert Blackshear  
Roger Bombassei  
Sergio Borbon  
Henry Brown  
Vera Bruce  
Gregorio Cabotaje  
Anthony Chisum  
Kevin Coffelt

Loretta Ramirez  
Robert Reichle  
Natalie Ricard  
Kim Runkle  
Helen Sabin  
Peter Salim  
Ruth Sanchez  
David Schlick  
Dale Shannon  
Grace Shibata  
Jan Shimaura  
Steven Simpson  
Gary Smith  
Christopher Stevens  
Eric Takamine  
Kanzo Takemori  
Norma E Tamer  
Darrell Thompson  
Cindy Tino-Sandoval  
Alexander Toth  
Kathy Vertullo  
Rhonda Walker  
John Wietting  
Stephanie Williams-Sommerauer  
Wendy Wright  
Xiaowen Wu  
Yong Yoon  
Nina Yoshida  
Hailiang Zhao  
Alfred Zucker  
Genevieve Zuidervaat

Nicholas Colin  
Katherine Conley  
Lloyd DeGonia  
Victor De la Torre  
Robert Diaz  
David Chi Do  
Jeffrey Donahue  
Mark Early  
Michael Effler  
Dudley Gray  
Robert Guenther  
Gregory Guerrero

Charles Hamilton  
Donald Herr  
Sharon Higgins  
Tommy Jester  
Glenna Johnson  
June Johnson  
William Johnson  
Wendy Kahan  
George Karnazes  
Rudolph Kattan  
Jerry Kinnan  
Vera Kopecky  
Thomas Kurth  
James Lemmon  
Vincent Leone  
Mark Lepore  
Edward Lugo  
Mary Lyons  
Lee MacPherson  
Christine Mariotti  
Susan Martin  
Richard Martinez  
Melanie McFarland  
Michael Miller  
James Mock  
Pete Moraga  
Hector Morales  
Vivian Nemie  
Craig Neumann  
Nick Nickolin  
Robert Olmsted  
Roberto Pandolfi  
Maximeno Pena

### **Learning Resources**

Anita Colby  
Alice Cornelio  
John Fowler  
Gabriella Lopez  
Nina Peters

### **Mathematics**

Daniel Aka  
John Athey  
Vage Avakyan  
Aida Awainisyan

Eddie Perez  
Philip Reno  
Christine Richey  
Eugene Rock  
Bernardo Rodriguez  
David Rodriguez  
Rey Rojo  
Michael Ryerson  
Monique Schaefer  
Linda Schuetze  
John Schwab  
Nancy Schwab  
Franz Seifert  
James Shaw  
Richard Shima  
John Skipper  
John Slawson  
Michael Smith  
Bradley Sweatt  
Dale Ueda  
Daniel Valladares  
Emmanuel Villaroman  
Philip Walls  
Shirley Warren  
Sue Warren  
William Warren  
Craig Welday  
Sue Ann Wenzlaff  
Carl Whitaker  
Ronald Williams  
Merriel Winfree  
David Winkler

Margaret Stevens  
Robin Swallow  
Jane Terry  
Douglas Thompson

Raymond Badalian  
Robert Bauman  
Beyenne Bayssa  
Susanne Bucher



Scott Bullock  
Robert Caldwell  
Mounitra Chatterji  
Wei-Feng Chen  
Remo Ciccone  
Dimetrios Dammerna  
Zekarias Dammerna  
Bruce Dovner  
Henri Feiner  
Winfred Ferrell  
Manolita L. Formanes  
Monte Furuya  
Theodore Gibson  
Jack Gill  
Astatke Gizaw  
Haskell Goldman  
Megan Granich  
Hamza Hamza  
Raymond Ho  
Anthony Hoang  
Thu-Hang Hoang  
Daniel Horwood  
Shiuling Huang  
Jamel Kammoun  
Avid Khorram  
William Latto Jr.  
Loan Le  
Cornelius Mahoney  
Jose Martinez  
Steve Martinez  
Perry McDonnell  
Wendy Miao

**Natural Sciences**

Robin Abbott  
Gavan Albright  
Gary Booher  
Michael Brennan  
Chitoh Emetarom  
Lynn Fielding  
Donald Frye  
Diana Garcia  
Jack Horn  
Lisa Humphries  
Francisco Izaguirre  
Kevin Kane

Ashod Minasian  
David Nakatani  
Min Namgoong  
Hai Ngo  
Hongjie Ni  
Alice O'Leary  
Delores Owens  
Fred Petersen  
Quyen Phung  
Mohammad Rahnavard  
Marion Reeve  
Alexa Root  
Lernik Saakian  
Oussama M. Safadi  
Nashat Saweris  
Nathan Schroeder  
Michael Semenoff  
Ellis Shamash  
Richard Sibner  
Satish Singhal  
Shane Smith  
Alan Stillson  
Gizaw Tadele  
Er-Xiang Wang  
Patrick Webster  
Jack Wong  
Rich Wong  
Jung Woo  
Christie Yang  
David Yee  
Michael Zeitzew

Melvin Kantz  
Geraldine Karpel  
Stephen Koletty  
Jed Laderman  
Elroy Lang  
Laurie Len  
Natalia Lev  
Wade Mayo  
Virginia Miller  
Marie Nagaya  
Huyen Nguyen  
John Ogren

Sadayoshi Okumoto  
Leon Palmer  
Dave Pierce  
M. Hassan Rezaie Boroon  
George Rossano  
Ahmed Salama  
Richard Slocum

Timothy Smith  
Thomas Stewart  
Michel Van Biezen  
Villatoro Karla  
Carla Weaver  
Jan West

38. Employment – The following part-time/substitute faculty to be hired as needed for the Spring 2005 session:

**Behavioral & Social Sciences**

Augustus Shackelford

**Business**

Angela Amin  
Francis Chao  
Andre Lee  
James Linesch

Abbas Namazi  
Robert Nickle  
Randy Quiroz  
Paula Teske

**Health Sciences & Athletics**

Bonnie Hughes  
Dolores Hurlburt  
Paula Marchica

Eunjoo Paik  
Kyra Tatman  
Donna J. Tucker

**Industry & Technology**

Louis Avitabile  
Roger Des Rosiers  
Nelson Fink  
Gerald Karpinski  
Michael Nothern

Guy Okamoto  
John Pernell  
William Su  
Derek Teklak  
Paul Van Hulle

**Classified Personnel:**

1. Resignation – Ms. Chintana Mainous, Accounting Technician II, Range 34, Step D, Fiscal Services Division, Administrative Services Area, effective November 19, 2004, plus accrued vacation.
2. Resignation – Mr. Juan Soto, Custodian, Range 20, Step D, Facilities Planning and Services Division, Administrative Services Area, effective January 3, 2005, plus accrued vacation.
3. Retirement - Mr. Eddie Christopher, Multi Media Specialist, Range 32, Step E, Learning Resources Division, Academic Affairs Area, effective December 31, 2004, and that a plaque be prepared and presented to him in recognition of his services to the District since 1979.

4. Retirement - Mr. Alfred Kingsland, Athletic Equipment Attendant, Range 26, Step E, Learning Resources, Academic Affairs, effective December 30, 2004, and that a plaque be prepared and presented to him in recognition of his services to the District since 1970.
5. Retirement - Ms. Gay Malpede, Fiscal Services Analyst, Range 34, Step E, Fiscal Services Division, Administrative Services Area, effective March 1, 2005 and that a plaque be prepared and presented to her in recognition of her services to the District since 1989.
6. Retirement – Ms. Peggy Patterson, Senior Clerical Assistant, Range 24, Step E, Information Technology Services, Administrative Services Area, effective December 31, 2004.
7. Personal Leave of Absence 50% - Ms. Griselda Castro, Student Services Advisor, Range 35, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective January 1 through June 30, 2005.
8. Personal Leave of Absence 10% - Ms. Kathleen Collins, 83.33% Secretary, Humanities Division, Academic Affairs Area, effective January 5 through February 8, 2005.
9. Personal Leave of Absence 50% - Mr. Edward Gropp, Bookstore Sales Assistant, Range 19, Step E, Bookstore Division, Administrative Services Area, effective January 3 through June 30, 2005.
10. Personal Leave of Absence 50% - Ms. Cathy Lakatos, Student Services Advisor, Range 35, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective January 10 through June 30, 2005.
11. Amend Personal Leave of Absence 20% - Mr. Albert Romero, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective September 27, 2004 through February 8, 2005, instead of December 17, 2004.
12. Extend Change of Assignment – Mr. Arvid Spor, as Special Assistant to the Vice President, Range 11, Step 5, Student and Community Advancement Area, effective January 1 through June 30, 2005.
13. Change of Assignment – The following employees from Resource Development, to Enrollment Services Division, Student and Community Advancement Area, effective December 1, 2004:

Luis Barrueta

Patricia Ellsworth

14. Work Out of Classification – Ms. Crystal Fuentes, from Student Services Technician, Range 28, Step D, to Student Services Advisor, Range 35, Step B, Counseling and Student Services Division, Student and Community Advancement Area, effective January 3 through June 30, 2005.
15. Work Out of Classification – Ms. Claudia Velazquez, from Data Entry Operator, Range 18, Step E, to Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective January 3 through June 30, 2005.
16. Employment – Mr. Paul Almandres, Programmer Analyst, Range 46, Step A, Information Technology Services Division, Administrative Services Area, effective January 3, 2005.
17. Employment – Ms. Liana Filishtiner, Senior Clerical Assistant, Range 24, Step A, Business Division, Academic Affairs Area, effective January 3, 2005.
18. Employment – Ms. Maria Lopez, Human Resources Technician III, Range 9, Step A (Confidential Salary Schedule) Human Resources Division, Administrative Services Area, effective January 3, 2005.
19. Employment – Ms. LaTonya Motley-DeLucia, Trainer/Instructional Technology Specialist, Range 41, Step A, Staff Development/Human Resources Division, Administrative Services Area, effective January 3, 2005.
20. Employment – Ms Nina Oshio, Human Resources Technician I, Range 4, Step A, (Confidential Salary Schedule) Career Placement/Community Advancement Division, Student and Community Advancement Area, effective January 3, 2005.
21. Employment – Mr. Claudio Vilchis, Network Support Supervisor, Range 35, Step A, Information Technology Services Division, Administrative Services Area, effective January 3, 2005.
22. Employment – Ms. Lisa Yaguchi, Human Resources Technician I, Range 4, Step A, (Confidential Salary Schedule) Career Placement/Community Advancement Division, Student and Community Advancement Area, effective January 3, 2005.
23. Employment – Ms. LaShanta Young, Evaluations Specialist, Range 33, Step A, Admissions & Records Division, Student and Community Advancement Area, effective January 3, 2005.

**Special Project Temporary Administrator:**

24. Change of Assignment– Ms. Destyn LaPorte, Special Project Temporary Administrator, ECLA Manager, from Workforce and Community Education/Community Advancement Division, Center for International

Education, Student and Community Advancement Area, effective November 1, 2004.

**Temporary Classified Service Employees:**

25. Extend Assignment – Ms. Stephanie Rodriguez, 100% Temporary Interim Director of Workforce Education, Range 11, Step 4, Workforce Education/Community Advancement Division, Student and Community Advancement Area, effective January 1 through June 30, 2005.
  26. Ms. Kathy Way – User Support Technician, Range 37, Step \*E A, Information Technology Services Division, Administrative Services Area, to work 15 hours per week, January 5 through June 30, 2005.
- \*President Fallo read correction during Board meeting.
27. Mr. Luis Bonilla – Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective January 3 through June 30, 2005.
  28. Mr. Adam Gallant – Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to work 40 hours per week, effective January 3, 2005.
  29. Ms. Jennifer Gervais - Theatre Technician, Range 31, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, for events in the Center for the Arts venues effective January 3, 2005 through June 30, 2005.
  30. Mr. Jonathan Harris – Clerical Assistant, Range 22, Step A, Counseling Services Division, Student and Community Advancement Area, to provide front desk support 24 – 40 hours per week, effective December 21, 2004.
  31. Mr. Bryan Kawakami – Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to work 40 hours per week, effective December 21, 2004 through June 30, 2005.
  32. Mr. Kordell, Knox – Night Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective January 3 through June 30, 2005.
  33. Mr. Khin-Kwaw Maung – Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for the 2004-2005 fiscal year, effective January 3, 2005.
  34. Ms. Jane Richmond – 40% Senior Clerical Assistant, Range 24, Step A, Staff Development/Human Resources Division, Administrative Services Area, 16 hours per week, effective January 1 through June 30, 2005.

December 20, 2004

Human Resources – Administrative Services - 16

- 35. Ms. Toni Rolls - Clerical Assistant, Range 22, Step A, Counseling Services Division, Student and Community Advancement Area, to provide front desk support 24 – 40 hours per week, effective December 21, 2004.
- 36. Ms. Theresa Nunez – Night Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective January 3 through June 30, 2005.
- 37. Mr. Daniel Wright, Laboratory Technician II, Range 31, Step A, Natural Sciences Division, Academic Affairs Area, to cover physics labs, effective January 3, 2005.

**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:

American Library Association Mid-Winter Professional Conference, Boston, MA – Jacqueline Booth. Jan. 14-Jan. 19, 2005. \$400.00 maximum.

Calif. Assn. of School Business Officials (CASBO) Job-Alike Workshop, El Segundo, CA. Jan. 28, 2005. \$35.00 per participant plus mileage:

Delores Buerger	Celia E. Kang	Marie Stokes
Josie Cheung	Estella Lee	Gary Turner
Leimomi Elliott	Jill McTarsney	Lisa Webb
Evanjelina Gardea		

**C. REVISION OF CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION:**

It is recommended that the Board approve the revision of classification specifications for the Director of Learning Resources, as shown on pages 26-27.

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

It is recommended that the Board conduct a Public Hearing and Adoption of the following subjects for negotiations at its meeting scheduled for December 20, 2004. The current contract terminates December 31, 2005. This represents the interests of both the District and the P.O.A. in articles to be negotiated.

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

Article 6, Section 2 - Overtime

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

**E. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL/CIO**

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the Federation of Teachers, Local 1388 and any new agreement, before they are finally approved by the Board of Trustees. This is known as the “El Camino College Federation of Teachers Salary Settlement Notification Component of the Statewide Criteria and Standards.”

**F. APPROVAL BY THE BOARD OF TRUSTEES: FACULTY SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Faculty a 3.19% on-scale salary increase effective January 1, 2005. The total salary schedule change effective January 1, 2005, is 3.19%, as shown on pages 28-31

**Federation Salary Proposal, Notification Component of the Statewide Criteria and Standards.**

I. Summary of Agreement (Major provisions that affect compensation).

A. COMPENSATION:

Effective January 1, 2005, a 3.19% on-scale increase shall be provided to full-time faculty. The cost of the salary of the 3.19% increase is \$366,000 (1/2 year amount) or \$732,000 annually.

B. BENEFITS:

\$73,200 (annual) for changes in health & welfare provisions; added cost for statutory benefits and other required District contributions.

**G. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR THE CHILD DEVELOPMENT CENTER TEACHERS OF EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL/CIO**

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the Federation of Teachers, Local 1388 Child Development Center Teachers and any new agreement, before they are finally approved by the Board of Trustees. This is known as the “El Camino College Child Development Center Teachers Salary Settlement Notification Component of the Statewide Criteria and Standards.”

**H. APPROVAL BY THE BOARD OF TRUSTEES: CHILD DEVELOPMENT CENTER TEACHERS SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Child Development Center Teachers a 3.19% on-scale salary increase effective January 1, 2005. The total salary schedule change effective January 1, 2005, is 3.19%, as shown on page 32.

**Child Development Center Teachers Salary Proposal, Notification Component of the Statewide Criteria and Standards.**

- I. Summary of Agreement (Major provisions that affect compensation).
  - A. COMPENSATION:  
Effective January 1, 2005, a 3.19% on-scale increase shall be provided to the Child Development Center Teachers. The cost of the salary of the 3.19% increase is \$2,850 (1/2 year amount) or \$5,700 annually.
  - B. BENEFITS:  
\$575 (annual) for changes in health & welfare provisions; added cost for statutory benefits and other required District contributions.

**I. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR ADMINISTRATORS**

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Administrators are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Administrators salary proposal before it is finally approved by the Board of Trustees. This is known as the “El Camino College Administrators Salary Proposal Notification Component of the Statewide Criteria and Standards”. This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Administrators.

The “Administrators” Salary Proposal Notification Component of the Statewide Criteria and Standards” includes the following information:

1. The summary of the costs of the salary proposal;



2. The summary of the costs of Benefits.

**J. APPROVAL BY THE BOARD OF TRUSTEES: ADMINISTRATORS SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Administrator's a 3.32% on-scale salary increase effective January 1, 2005. The total salary schedule change effective January 1, 2005, is 3.32%, as shown on pages 33-34.

**Administrator's Salary Proposal, Notification Component of the Statewide Criteria and Standards**

To ensure that the public is aware of the costs of a salary proposal for Administrators, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Administrator's salary proposal prior to approval by the Board of Trustees.

For Administrators, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2005, a 3.32% on-scale increase shall be provided to Administrators. The cost of the 3.32% salary increase is \$60,750 (1/2 year amount); or \$121,500 annually thereafter.

B. BENEFITS:

\$12,150 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

**K. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR SUPERVISORS**

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Supervisors are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Supervisor salary proposal before it is finally approved by the Board of Trustees. This is known as the "El Camino College Supervisor Salary Proposal Notification Component of the Statewide Criteria and Standards". This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Supervisors.

The "Supervisors' Salary Proposal Notification Component of the Statewide Criteria and Standards" includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

**L. APPROVAL BY THE BOARD OF TRUSTEES: SUPERVISOR SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Supervisors a 3.32% on-scale salary increase effective January 1, 2005. The total salary schedule change effective January 1, 2005 is 3.32%, as shown on pages 35-36.

**Supervisor Salary Proposal, Notification Component of the Statewide Criteria and Standards**

To ensure that the public is aware of the costs of a salary proposal for Supervisors, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Supervisors' salary proposal prior to approval by the Board of Trustees.

For Supervisors, the recommended salary proposal is as follows:

**I. Summary: (Major provisions that affect compensation)**

**A. COMPENSATION:**

Effective January 1, 2005, a 3.32% on-scale increase shall be provided to supervisors. The cost of the 3.32% salary increase is \$17,250 (1/2 year amount); or \$34,500 annually thereafter.

**B. BENEFITS:**

\$ 3,450 (annual) for changes in health & welfare provisions; added cost of for OASDI, PERS, and other required District contributions.

**M. REVIEW BY BOARD OF TRUSTEES, EL CAMINO CLASSIFIED EMPLOYEES LOCAL 6142, CFT, AFT, AFL-CIO, SALARY SETTLEMENT PUBLIC NOTIFICATION AND DISCLOSURE OF COSTS**

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the El Camino Classified Employees,

Local 6142, CFT, AFT, AFL-CIO, and any new agreement, before they are finally approved by the Board of Trustees. This is known as the "El Camino Classified Employees Salary Settlement Notification Component of the Statewide Criteria and Standards." This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachments follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the provisions in the Agreement between the District and El Camino Classified Employees, Local 6142.

The "El Camino Classified Employees, Local 6142 Salary Settlement Notification Component of the Statewide Criteria and Standards" includes the following information:

- 1) The summary of the costs of the agreement;
- 2) The summary of the costs for benefits.

N. APPROVAL BY BOARD OF TRUSTEES: EL CAMINO CLASSIFIED EMPLOYEES,  
LOCAL 6142, CFT, AFT, AFL-CIO SALARY PROPOSAL

It is recommended that the Board approve for Classified a 3.32% on-scale salary increase effective January 1, 2005. The total salary schedule change effective January 1, 2005, is 3.32% as shown on pages 37-38.

**Classified Salary Proposal, Notification Component of the Statewide Criteria and Standards.**

I. Summary of Agreement (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2005, a 3.32% on-scale increase shall be provided to classified employees. The cost of the salary of the 3.32% increase is \$230,000 (1/2 year amount) or \$460,000 annually.

B. BENEFITS:

\$46,000 (annual) for changes in health & welfare provisions; added cost for statutory benefits, and other required District contributions.

O. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS  
FOR SALARY PROPOSAL FOR CONFIDENTIAL EMPLOYEES

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Confidential Employees are not

covered by a collective bargaining agreement, the El Camino Community College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Confidential Employees salary proposal before it is finally approved by the Board of Trustees. This is known as the "El Camino College Confidential Employee Salary Proposal Notification Component of the Statewide Criteria and Standards." This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Confidential Employees.

The "Confidential Employee Salary Proposal Notification Component of the Statewide Criteria and Standards" includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

**P. APPROVAL BY THE BOARD OF TRUSTEES: CONFIDENTIAL EMPLOYEE SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Confidential Employees a 3.32% on-scale salary increase effective January 1, 2005. The total salary schedule change effective January 1, 2005, is 3.32%, as shown on page 39.

**Confidential Employees Salary Proposal, Notification Component of the Statewide Criteria and Standards**

To ensure that the public is aware of the costs of a salary proposal for Confidential Employees, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Confidential Employees' salary proposal prior to approval by the Board of Trustees.

For Confidential Employees, the recommended salary proposal is as follows:

**I. Summary: (Major provisions that affect compensation)**

**A. COMPENSATION:**

Effective January 1, 2005, a 3.32% on-scale increase shall be provided to confidential employees. The cost of the 3.32% salary increase is \$7,500 (1/2 year amount); or \$15,000 annually thereafter.

**B. BENEFITS:**

\$4,600 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

**Q. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR VICE PRESIDENTS**

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Vice Presidents are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Vice President salary proposal before it is finally approved by the Board of Trustees. This is known as the “El Camino College Vice President Salary Proposal Notification Component of the Statewide Criteria and Standards”. This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Vice Presidents.

The “Vice Presidents’ Salary Proposal Notification Component of the Statewide Criteria and Standards” includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

**R. APPROVAL BY THE BOARD OF TRUSTEES: VICE PRESIDENT SALARY PROPOSAL**

**It is recommended that the Board of Trustees approve to amend the Vice Presidents’ contract to include a 3.32% on-scale salary increase effective January 1, 2005, for a total annual salary of \$127,893.**

**Vice President Salary Proposal, Notification Component of the Statewide Criteria and Standards**

To ensure that the public is aware of the costs of a salary proposal for Vice Presidents, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Vice Presidents’ salary proposal prior to approval by the Board of Trustees.

For Vice Presidents, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2005, a 3.32% on-scale increase shall be provided to the Vice Presidents. The cost of the 3.32% salary increase is \$6,125 (1/2 year amount); or \$12,250 annually thereafter.

B. BENEFITS:

\$1,225 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

S. VOLUNTEERS:

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

Angel Alfaro  
Phyllis Edgecumbe  
T. Ken Higaki  
Sarah Luna  
Jamie Parga  
Simon Sanchez

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**CLASS TITLE: DIRECTOR OF LEARNING RESOURCES**

**BASIC FUNCTION:**

Under the direction of the Vice President-Academic Affairs, provide leadership and oversight of the operations of Library Services, Media Services, the Distance Education program, the Library Media Technology Center, and the Learning Resources Center. Coordinate the activities of personnel involved in these areas.

**REPRESENTATIVE DUTIES:**

Provide direction for the College's learning resources and academic support program in library services, instructional technology, distance learning, information competency/literacy, and media services.

Provide leadership for program development and coordinate programs and services to meet faculty and student needs.

Supervise diverse faculty and staff in the development and maintenance of programs and services.

Work effectively with faculty, staff, and administrators in a participatory governance environment to accomplish the mission and goals of the College.

Set priorities for various resource needs, provide program analyses and multi-year instructional plans, and participate in strategic and long-range planning for the District.

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

Directly interact with students, faculty, staff, administrators, and advisory councils or groups.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

**Organize committees for hiring and ensure compliance with District personnel policies, procedures, and practices.**

Supervise and evaluate faculty and staff.

Manage personnel issues and adjudicate faculty, staff, and student concerns.

Provide leadership in developing the area's budget.

Manage financial resources consistent with College policy and sound financial management principles.

Maintain current knowledge of new developments and innovations, and recommend changes to maintain relevance of programs to meet the educational needs of students and the community.

Perform assigned program management responsibilities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Understand and practice the principles of administration, supervision and budgeting within a Library and Learning Resources environment.

Plan and organize work.

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

Manage personnel.

Working knowledge of current computer applications and media/library technologies.

**EDUCATION AND EXPERIENCE:**

Requires a Master's degree or equivalent\* in one of the following fields: Library Services, Library Science, Information Technology, Educational Technology, Communication Arts or Instructional Technology. Candidates should also have three full-time years of post-secondary leadership experience or equivalent in one or more of the following areas: library services, educational technology, computer applications support, media support, distance education, or academic support programs.

**DESIRABLE QUALIFICATIONS**

One year of teaching experience at the community college level.

Experience in managing multi-department budgets.

Proficiency in use of Microsoft office applications and email.

Familiarity in web based Library Information Systems.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

\*Equivalency to be determined using the El Camino College District Board Policy 4119—Equivalence to Minimum Qualifications.

Administrator Salary Range 13

Revised and Board Approved: December 20, 2004



**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SALARY SCHEDULE FOR FACULTY MEMBERS  
EMPLOYED ON ACADEMIC YEAR BASIS**

Effective January 1, 2005

<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>	<b>CLASS V</b>
	<b>BACHELOR DEGREE</b>	<b>MASTERS DEGREE</b>	<b>MASTERS 24 UNITS</b>	<b>MASTERS 48 UNITS</b>	<b>DOCTORATE</b>
1					
2					
3					
4	48,164	51,041	53,922	56,800	59,677
5	50,252	53,129	56,005	58,883	61,761
6	52,342	55,215	58,093	60,970	63,853
7	54,423	57,303	60,179	63,064	65,936
8	56,511	59,384	62,267	65,143	68,019
9	58,596	61,476	64,351	67,230	70,106
10	60,685	63,561	66,437	69,317	72,195
11		65,648	68,524	71,402	74,277
12		67,734	70,611	73,495	76,360
13				75,575	78,454
14				77,662	80,540
20	62,608	69,658	72,536	79,586	82,466
24	64,533	71,581	74,462	81,513	84,390
28	66,460	73,507	76,387	83,439	86,317

\*\* Anniversary increment as provided by Article X, Section 18

30	68,387	75,434	78,316	85,366	88,242
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Board Approved: December 20, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SALARY SCHEDULE FOR FACULTY MEMBERS  
EMPLOYED ON FISCAL YEAR BASIS**

**Effective January 1, 2005**

<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>	<b>CLASS V</b>
<b>BACHELOR</b>	<b>MASTERS</b>	<b>MASTERS</b>	<b>MASTERS</b>	<b>DOCTORATE</b>	
	<b>DEGREE</b>	<b>DEGREE</b>	<b>24 UNITS</b>	<b>48 UNITS</b>	
1					
2					
3					
4	62,618	66,358	70,101	73,842	77,583
5	65,329	69,068	72,818	76,559	80,296
6	68,045	71,785	72,524	79,270	83,008
7	70,766	74,516	78,240	81,980	85,722
8	73,471	77,216	80,955	84,691	88,434
9	76,185	79,930	83,720	87,411	91,150
10	78,899	82,628	86,383	90,124	93,860
11		85,357	89,097	92,838	96,577
12		88,066	91,807	95,552	99,287
13				98,267	102,004
14				100,977	104,714
20	80,825	89,991	93,732	102,900	106,641
24	82,749	91,915	95,657	104,826	108,564
28	84,677	93,843	97,583	106,751	110,492

\*\* Anniversary increment as provided by Article X, Section 18

30	86,602	95,769	99,510	108,678	112,417
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Board Approved: December 20, 2004

**APPENDIX D-3**  
**SPECIAL RATES OF PAY FOR FACULTY**  
**Effective January 1, 2005**

**RATE I     \$51.69**

Use for:     Full-Time Faculty Substitute rate (Full-Time Faculty Substitute Rate for continuous substitute instruction/teaching in excess of two (2) weeks shall be at Rate I plus 15% of Rate I.).  
Part-Time Faculty Substitute rate.  
Overload rate (Instruction only).  
Clinical Psychologists  
Preparation for and conduct of instructional courses, workshops or seminars.  
Instructional services assigned by the District on days not otherwise required as part of the Faculty Member's contract of service.  
Consulting services of a technical/complex nature in which the Faculty Member coordinates or supervises the work of others, and/or has responsibility for oversight, reporting or accountability of a particular project or function.

**RATE II     \$38.77**

Use for:     Counselor, librarian, physician assistant, faculty coordinator, registered nurse and nurse practitioner duties, all of which involve student contact, in excess of 40 hours/per week during the academic year. See Article X, Section 13.  
Substitute rate for counselors, librarians and nurses.  
Assisting in the development of curriculum and conduct of research, if expressly approved in advance by the appropriate Vice President.  
Administering or supervising assessment measures for students.  
Conducting laboratory courses (e.g., computer laboratory, police and fire academy).  
Certificated Tutors  
Instructor of record for non-credit courses.

**RATE III     \$25.85**

Use for:     Special assignments not included in Rate I or II, such as student supervision (not as instructor of record).

Board Approved: December 20, 2004

## **APPENDIX D-4**

### **SALARY SCHEDULE FOR COACHING STIPEND PER SEMESTER FOR ONE CLASS HOUR PER WEEK (BASED ON 18-WEEK SEMESTER)**

**Effective January 1, 2005**

FT	\$2,704 per year
PT	\$442 per week
FT Athletics	\$475 per week
FT 2 Teams	\$877 per week
PT Athletics	\$442 per week

Board Approved: December 20, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**ANNUAL AND HOURLY SALARY SCHEDULE FOR**  
**CHILD DEVELOPMENT CENTER TEACHERS**

**Effective: January 1, 2005**

<u>CLASS</u>	<u>EDUC.</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	25,673 <b>12.343</b>	26,436 <b>12.710</b>	27,230 <b>13.091</b>	28,036 <b>13.479</b>	28,884 <b>13.886</b>
2.	AA	30,668 <b>14.744</b>	31,575 <b>15.180</b>	32,538 <b>15.643</b>	33,501 <b>16.106</b>	34,519 <b>16.596</b>
3.	BA	35,663 <b>17.146</b>	36,740 <b>17.663</b>	37,844 <b>18.194</b>	38,977 <b>18.739</b>	40,137 <b>19.297</b>
4.	BA+24	40,690 <b>19.562</b>	41,905 <b>20.147</b>	43,208 <b>20.773</b>	44,494 <b>21.392</b>	45,840 <b>22.039</b>

The Lead Child Development Center Teacher will be paid \$211 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: December 20, 2004

**El Camino Community College District  
Administrator Salary Schedule**

**Effective: January 1, 2005**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 1	51,212	52,798	54,430	56,122	57,834
Range 2	52,798	54,430	56,122	57,834	59,573
Range 3 Planetarium Director	54,430	56,122	57,834	59,573	61,344
Range 4	56,122	57,834	59,573	61,344	63,206
Range 5 Assistant Director of Development, Annual & Alumni Giving	57,834	59,573	61,344	63,206	65,100
Range 6	65,332	67,348	69,366	71,444	73,599
Range 7 Assistant Director, Bookstore Project Director, Regional Interpreter Training Grant Assistant Director, Small Business Development Center Director, Education & Community Development	71,105	73,107	75,723	78,358	80,990
Range 8 Director Center for Applied Competitive Technologies (CACT) Assistant Director for Construction & Maintenance Assistant Director for Grounds and Operations Director, Accounting Director, Child Development Center Assistant Director EOP&S/CalWORKS Director of Outreach & School Relations	74,617	76,864	79,296	82,068	84,838
Range 9	76,940	79,328	81,761	84,209	86,747
Range 10	79,328	81,761	84,209	86,747	89,350
Range 11 Director, Small Business Services Director, Technical Education Director Workforce Education Director, Workplace Learning Resource Center Assistant Director Admissions & Records	81,760	84,209	86,747	89,350	92,030

CalWORKS & Career Placement Services Director

Range 11 (continued)

Director of EOP&S/CalWORKS  
 Director, International Business Development  
 Director, Bookstore  
 PACE & Week-end College Director  
 Director, Public Information  
 Director, Risk Management  
 Director, Student Development  
 Director of Inglewood Center  
 Assistant Director, Financial Aid and Scholarships

Range 12	86,179	88,842	91,522	94,246	96,587
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Range 13	88,842	91,522	94,246	96,587	100,004
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Assistant Director, Human Resources  
 Assistant Director, Information Technology Services  
 Director, Center for International Education  
 Director, Financial Aid & Scholarship  
 Director, Purchasing and Business Services  
 Director, Research and Planning  
 Director, Special Resource Center  
 Director, Staff and Student Diversity  
 Division Director  
 Executive Director, El Camino Center for the Arts  
 Director of Resource Development/Grants Development & Management  
 Director of Learning Resources

Range 14	93,801	96,728	99,623	102,608	105,702
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Director, Nursing

Range 15	96,727	99,623	102,608	105,702	108,859
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Chief of Police and Director of Public Services Instructional Programs  
 Director, Admissions & Records

Range 16	102,069	105,149	108,275	111,538	114,879
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Business Manager  
 Dean  
 Director, Facilities, Planning & Services  
 Director, Human Resources  
 Director, Information Technology Services  
 Executive Director, Foundation  
 Project Director (California Virtual College Grant)

Range 17	105,149	108,275	111,538	114,880	118,327
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Range 18	108,275	111,538	114,880	118,326	121,869
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**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SUPERVISOR SALARY SCHEDULE  
Effective: January 1, 2005**

<b>Range</b>	<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
1		2698	2830	2974	3122	3276
2		2761	2903	3051	3203	3365
3		2830	2974	3122	3276	3444
4		2903	3051	3203	3365	3530
5		2974	3122	3276	3444	3624
6		3051	3203	3365	3530	3723
7		3122	3276	3444	3624	3803
8		3203	3365	3530	3723	3912
9		3276	3444	3624	3803	4001
10	Custodial Supervisor	3365	3530	3723	3912	4115
11		3444	3624	3803	4001	4252
12		3530	3723	3912	4115	4324
13	Head Custodial Operations Supv Shipping & Receiving Supv	3624	3803	4001	4252	4436
14		3723	3912	4115	4324	4548
15	Grounds/Operations Supervisor Operations Supervisor	3803	4001	4252	4436	4660
16	Bookstore Supervisor Industry & Technology Tech Supv Production Services Supervisor Testing Office Supervisor Vocational Education Coordinator	3912	4115	4324	4548	4783
17	Placement Office Supervisor	4001	4252	4436	4660	4904
18	Planetarium Manager Theatre Manager	4115	4324	4548	4783	5034
19		4252	4436	4660	4904	5164



**EL CAMINO COMMUNITY COLLEGE DISTRICT**  
**SUPERVISOR SALARY SCHEDULE**  
**Effective: January 1, 2005**

<b>Range</b>	<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
20		4324	4548	4783	5034	5304
21	Admissions & Records Supv Business Coordinator (SBDC) Computer Operations Supervisor Electrical Supervisor HVAC/Plumbing Supervisor Instructional Services Supervisor Manager of Campus Building Inspection Science Laboratories Supervisor	4436	4660	4904	5164	5433
22		4548	4783	5034	5304	5580
23		4660	4904	5164	5433	5719
24	Senior Accounting Supervisor Staff Development Coordinator Theatre Production Manager	4783	5034	5304	5580	5872
25	Facilities Services Supervisor	4904	5164	5433	5719	6025
26	Campus Police Sergeant Senior Facilities Supervisor	5034	5304	5580	5872	6172
27	Financial Aid Supervisor DSPS Support Services Supervisor Facilities Systems Supervisor	5164	5433	5719	6025	6327
28	Booking/Promotion Manager Alternate Media Technology Supv	5304	5580	5872	6172	6568
29		5433	5719	6025	6327	6733
30		5580	5872	6172	6568	6902
31		5719	6025	6327	6733	7072
32		5872	6172	6568	6902	7250
33		6025	6327	6733	7072	7433
34		6172	6568	6902	7250	7620
35	Network Support Supervisor Supervisor, Technical Services	6327	6733	7072	7433	7806

Longevity: Add \$75 per month to step after 20 years of service. Add \$150 per month to step after 25 years of service.  
Board Approved: December 20, 2004.

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASSIFIED SALARY SCHEDULE**

Effective January 1, 2005

<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step A Hourly Equivalent</u>
1	1644	1729	1809	1890	1981	9.48
2	1684	1764	1867	1937	2025	9.72
3	1729	1809	1890	1981	2076	9.98
4	1764	1867	1937	2025	2125	10.18
5	1809	1890	1981	2076	2174	10.44
6	1867	1937	2025	2125	2233	10.77
7	1890	1981	2076	2174	2285	10.90
8	1937	2025	2125	2233	2347	11.18
9	1981	2076	2174	2285	2395	11.43
10	2025	2125	2233	2347	2454	11.68
11	2076	2174	2285	2395	2514	11.98
12	2125	2233	2347	2454	2573	12.26
13	2174	2285	2395	2514	2642	12.54
14	2233	2347	2454	2573	2702	12.88
15	2285	2395	2514	2642	2771	13.18
16	2347	2454	2573	2702	2835	13.54
17	2395	2514	2642	2771	2904	13.82
18	2454	2573	2702	2835	2977	14.16
19	2514	2642	2771	2904	3050	14.50
20	2573	2702	2835	2977	3132	14.84
21	2642	2771	2904	3050	3202	15.24
22	2702	2835	2977	3132	3285	15.59
23	2771	2904	3050	3202	3363	15.99
24	2835	2977	3132	3285	3455	16.36
25	2904	3050	3202	3363	3541	16.75
26	2977	3132	3285	3455	3636	17.18
27	3050	3202	3363	3541	3715	17.60
28	3132	3285	3455	3636	3809	18.07

29	3202	3363	3541	3715	3909	18.47	30
3285	3455	3636	3809	4009	18.95		
31	3363	3541	3715	3909	4109	19.40	
32	3455	3636	3809	4009	4222	19.93	
33	3541	3715	3909	4109	4327	20.43	
34	3636	3809	4009	4222	4440	20.98	
35	3715	3909	4109	4327	4549	21.43	
36	3809	4009	4222	4440	4667	21.98	
37	3909	4109	4327	4549	4787	22.55	
38	4009	4222	4440	4667	4911	23.13	
39	4109	4327	4549	4787	5041	23.71	
40	4222	4440	4667	4911	5175	24.36	
41	4327	4549	4787	5041	5304	24.96	
42	4440	4667	4911	5175	5446	25.62	
43	4549	4787	5041	5304	5585	26.24	
44	4667	4911	5175	5446	5732	26.93	
45	4787	5041	5304	5585	5876	27.62	
46	4911	5175	5446	5732	6037	28.33	
47	5041	5304	5585	5876	6185	29.08	
48	5175	5446	5732	6037	6353	29.86	
49	5304	5585	5876	6185	6506	30.60	
50	5446	5732	6037	6353	6687	31.42	
51	5585	5876	6185	6506	6858	32.22	
52	5732	6037	6353	6687	7042	33.07	
53	5876	6185	6506	6858	7217	33.90	

Longevity Increments:

Add \$75 per month to step after 20 years of service.

Add \$150 per month to step after 20 years of service.

Board Approved: December 20, 2004

# El Camino Community College District Confidential Salary Schedule

Effective: January 1, 2005

TITLE	STEP A	STEP B	STEP C	STEP D	STEP E
3 (24) Human Resources Assistant	3002	3158	3317	3487	3669
4 (25) Human Resources Technician I	3083	3245	3402	3580	3768
5 (26) Secretary	3158	3317	3487	3669	3863
6 (27) Human Resources Technician II	3245	3402	3580	3768	3950
7 (28) Administrative Assistant I	3317	3487	3669	3862	4049
8 (29) Employee Relations Specialist	3402	3580	3768	3950	4156
9 (30) Human Resources Technician III	3491	3673	3866	4052	4264
10 (31) Administrative Assistant II	3580	3768	3950	4156	4379
11 (33) No Current Position	3768	3950	4156	4379	4603
12 (35) Assistant to Vice President	3950	4156	4379	4603	4842
13 (44) Assistant to Superintendent	4968	5234	5507	5795	6104

Longevity: Add \$75 per month to step after 20 years of service:  
\$150 per month to after 25 years of service.

Board Approved: December 20, 2004

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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

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|----------------------------|--------|
| A. Absence of Board Member | Page 1 |
| B. Travel                  | Page 1 |

A. Absence of Board Member

It is recommended that the Board excuse Trustee Haag from the November 15, 2004 Board Meeting with no loss of salary, due to illness.

B. Association of Community College Trustees National Legislative Summit

Dr. Nathaniel Jackson, February 14-16, 2005, Washington, DC, with transportation and necessary expenses paid.