

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, Tuesday, January 18, 2005**  
**Board Room**  
**4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 20, 2004**
- III. Presentations - none**
- IV. Public Hearings – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda, Pages 1-28*  
Student and Community Advancement  
*See Student & Community Advancement Agenda, Pages 1-21*  
Administrative Services  
*See Administrative Services Agenda, Pages 1-7*  
*See Measure "E" Bond Fund Agenda, Pages 1-6*  
*See Human Resources Agenda, Pages 1-12*  
Superintendent/President  
*See Superintendent/President Agenda, Page 1*
- VI. Committee of the Whole I**
  - A. Public Comment
  - B. 2005 Board of Trustee Goals
  - C. Board Evaluation
- VII. Committee of the Whole II**
  - A. Public Comment
  - B. Board Vacancy
- VIII. Other Action Items**
  - A. Public Comment
  - B. Board Goals 2005
  - C. Board Evaluation
  - D. Process for Filling of Board Seat for Trustee Area 5

**IX. Public Comment on Non-Agenda Items**

**X. Oral Reports**

- A. Board of Trustees Report
- B. President's Report
- C. Academic Senate Report

**XI. Closed Session**

- A. Existing Litigation, Brown Act Section 54946.9
  - 1. Case # 04-06956ABC (JTLx)
  
- B. Labor Relations, Brown Act Section 54957.8
  - 1. American Federation of Teachers, Local 1388
  - 2. El Camino Classified Employees, Local 6142
  
- C. Personnel Matters, Brown Act Section 54957
  - 1. Personnel Matter
    - 1 case
  - 2. Public Employee Performance Evaluation – President

## EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

### **Vision Statement**

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

### **Mission Statement**

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

### **Statement of Philosophy**

Everything El Camino College is or does must be centered on its community, for without the community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, it is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

### **Statement of Values**

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

**People** – We strive to balance the needs of our students, employees and community.

**Respect** – We work in a spirit of cooperation and collaboration.

**Integrity** – We act ethically and honestly toward our students, colleagues and community.

**Diversity** – We recognize and appreciate our similarities and differences.

**Excellence** – We aspire to deliver quality and excellence in all we do.

### **Guiding Principles**

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, our fellow employees, our community and ourselves, must be our underlying goal.

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries, or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

### **Strategic Goals 2004-2007**

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.

---

---

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

---

---

**Page No.**

A. Accreditation Midterm Report..... 1

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

## A. ACCREDITATION MIDTERM REPORT

It is recommended that the Board adopt the Accreditation Midterm Report as shown on pages 11-28.

## B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2005-2006 ACADEMIC YEAR

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

### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

#### INACTIVATE MAJOR

1. American Studies

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

1. Anthropology 99abc – Independent Study

*Current Status/Proposed Change*

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

2. History 14A – History of Asian Civilizations

*Current Status/Proposed Change*

~~A survey history of~~ This course focuses on the peoples of Asia political, economic, social, and cultural development of Asian civilizations from earliest times to 1600. ~~The primary emphasis will be placed on major cultural, social, intellectual and political traditions the experiences of India, China, and Japan, as a basis for understanding modern Korea, and contemporary changes~~ Southeast Asia and their interactions. Topics include the emergence of the earliest Asian civilizations, the development of major religious and philosophical traditions, the rise of regional and imperial states, and the impact of early contacts with the West.

3. History 99abc – Independent Study

*Current Status/Proposed Change*

~~Reading and written work based upon~~ This course provides advanced studies in a subject field of history not covered in the regular departmental offerings. Regular conferences will be held with the instructor. ~~Open to students wishing to undertake special studies in history through an approved program of research, consultation discuss and writing~~ coordinate the assigned projects (60 hours per unit).

4. Philosophy 99abc – Independent Study

*Current Status/Proposed Change*

~~Reading and written work based on~~ This course provides advanced studies in a subject field of philosophy not covered in the regular departmental offerings. Regular conferences will be held with the instructor. ~~Open to students who wish to undertake special studies in Philosophy through a program of research, consultation, discuss and writing. Designed primarily for majors~~ coordinate the assigned projects (60 hours per unit).

5. Political Science - Independent Study

*Current Status/Proposed Change*

~~Reading and written work based upon~~ This course provides advanced studies in a subject field of political science not covered in the regular departmental offerings. Regular conferences will be held with the instructor. ~~Independent study open to students wishing to undertake special studies in political science through an approved program of research, consultation, discuss and writing~~ coordinate the assigned projects (60 hours per unit).

6. Psychology 99abc – Independent Study

*Current Status/Proposed Change*

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

7. Sociology 99abc - Independent Study

*Current Status/Proposed Change*

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

## **CHANGE IN CSU GENERAL EDUCATION REQUIREMENT**

1. Child Development 3 - Child Development

*Current Status/Proposed Change*

CSU General Education Requirement: Area D.7.; Area E

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

1. Economics 99abc – Independent Study

*Current Status/Proposed Change*

Enrollment Limitation: Economics 1 and 2 (~~Economics 2 may be taken concurrently~~) with a minimum grade of B in each and recommendation of acknowledgement by the instructor with whom the student will work

~~Reading and written work based upon~~ This course provides advanced studies in a subject field of economics not covered in the regular departmental offerings. Regular conferences will be held with the instructor. ~~Open to students wishing to undertake special studies in Economics through an approved program of research, consultation, discuss and writing coordinate the assigned projects (60 hours per unit).~~

**CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW**

1. History 1B – United States History from 1877 to the Present

*Current Status/Proposed Change*

This course is a chronological survey of American historical development from 1877 to the present. Emphasis is placed on the understanding of American social, intellectual, political, economic, and diplomatic institutions. Special topical consideration will be given to the ~~rediscovery of America's past—its~~ nation's culture and ethnicity diversity. The emergence of the United States as a superpower is analyzed against the background of world history.

Note: History 1A is not a prerequisite.

2. History 17 – History of the Chicano in the United States

*Current Status/Proposed Change*

This course surveys ~~the Chicano experience in the~~ United States history from Spanish exploration the Chicano perspective and settlement of covers historical periods from the initial contact between European and indigenous North American in the sixteenth century societies through colonial, early national, and contemporary American historical periods. Emphasis is placed on this group's contributions to the development of the United States. Factors that have shaped the formation of Mexican American eras up to the present. ~~Emphasis is placed on the group's contributions to United States history. Cultural, economic, social, and political factors that have shaped the formation of Mexican American society in the United States society within the context of United States history~~ will also be analyzed.

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

### *Current Status/Proposed Change*

1. History 30 – History of Japanese Civilization Japan  
A historical This course surveys the history of Japanese civilization Japan from earliest times to the present day. Emphasis Focus will be placed on the origins and evolution of major cultural, social, economic, and political traditions and the links between Japan's past and present institutions. The influence of China and the West in the formation of Japanese values and politics will also be emphasized.

## HEALTH SCIENCES AND ATHLETICS DIVISION

### INACTIVATE COURSES

1. Nursing 60A – Beginning Nursing Process and Skills I
2. Nursing 60B – Beginning Nursing Process and Skills II

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

### *Current Status/Proposed Change*

1. Nursing 49 145 – Introduction to Nursing  
This introductory course is an overview of nursing as a career including examines the nurse's role of the nurse in our society. The course will help students assess their aptitude for a career in hospital and outpatient settings. Through case studies, students will apply and evaluate the impact of the nursing. The course content will emphasize the foundation skills necessary to prepare students planning to enter the Associate Degree Nursing Program. The topics covered will include process on clients' health conditions. Specific emphasis is placed on application of the nursing process, critical thinking, problem solving, medical terminology, nursing therapeutic communication, cultural variation, and math computation, the nursing process, and therapeutic communication skills. Students undergo assessment of their individual learning needs and identify campus resources that will assist them in meeting these learning needs.

### *Current Status/Proposed Change*

2. Nursing 61 151 – Human Development and Health  
This course looks at focuses on the various factors that affect human development from birth conception through death. Normal biopsychosocial development is emphasized. and Commonly occurring deviations from the norm are examined and analyzed. The course also focuses on health problems and concerns unique to each stage of growth and development. The nurse's role is emphasized in analyzing problems and providing care throughout the life span is explored.



*Current Status/Proposed Change*

3. Nursing 66A 152 – Introduction to Nursing Pharmacology  
This course is an introduction to clinical drug therapy. Major content areas include fundamental concepts of pharmacology; groups of therapeutic drugs; prototypes of drug groups; commonly prescribed individual drugs; interrelationships between body systems and drugs; and the role of the nursing process in prescribed drug therapy regimens. Legal and ethical implications will be included within this course examined.

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

1. Physical Education 15ab – Men’s Intercollegiate Basketball Team

*Current Status/Proposed Change*

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

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

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

2. Physical Education 60ab – Women’s Intercollegiate Soccer Team

*Current Status/Proposed Change*

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

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

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

3. Physical Education 61abc – Off-Season Training for Women’s Intercollegiate Soccer Team

*Current Status/Proposed Change*

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

~~Open to team candidates and athletes for off-season training in women’s~~ This course provides instruction and practice in the advanced techniques of soccer. All participants students will engage in an off-season program stressing emphasizing instruction, skills development, strength training, and cardiovascular conditioning.

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

4. Physical Education 85ab – Men’s Intercollegiate Water Polo Team

*Current Status/Proposed Change*

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

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

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

5. Physical Education 86abc – Off-Season Training for Men’s Intercollegiate Water Polo Team  
*Current Status/Proposed Change*

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

~~Open to team candidates and athletes for off-season~~ This course provides instruction and practice in the advanced techniques of water polo training. All participants students will engage in an off-season program stressing emphasizing instruction, skills development, strength training, and cardiovascular conditioning.

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

## NEW COURSES

1. Nursing 149 – Preparation for Advanced Placement in Nursing

Units: 2    Lecture: 1.5 hours    Lab: 1.5 hours    Faculty Load: 17.500%

Enrollment Limitation: Admission to the Nursing Program

Credit, degree applicable; Transfer CSU

This course acquaints Licensed Vocational/Practical Nurses (LVN/LPN), Licensed Psychiatric Technicians (LPT), and transfer students from accredited nursing programs, to concepts of nursing as they apply to the El Camino College nursing program. Students will become familiar with the program philosophy, basic needs theory, nursing process, critical thinking, and communication. Course discussion will focus on transition to the registered nursing role and the impact of legal and ethical boundaries on health care delivery. Students will practice basic nursing skills and demonstrate competency.

2. Nursing 155 – Health Assessment

Units: 1    Lecture: .5 hour    Lab: 1.5 hours    Faculty Load: 10.833%

Prerequisite: Nursing 150, Nursing 151, and Nursing 152 with a minimum grade of C in each prerequisite course

Credit, degree applicable; Transfer CSU

In this course students will develop and practice health assessment skills. The focus will be on gathering data for health histories and performing physical assessments on the cardiac, respiratory, peripheral vascular, abdominal, musculoskeletal, lymphatic, head, eyes, ears, nose, and throat (HEENT), and neurological systems. Students will compare and contrast the pathophysiology of normal and abnormal assessments and document their findings.

## INDUSTRY AND TECHNOLOGY DIVISION

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

#### *Current Status/Proposed Change*

~~Inactive~~ Reactivate

1. Air Conditioning and Refrigeration 31 – ~~Fundamentals of Electronic Controls~~ HVAC Electronics

~~No Transfer CSU~~ Transfer CSU

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

~~In This course, covers basic~~ students learn the fundamentals of electronic controls for used in heating, ventilating, and air conditioning (HVAC) systems. ~~Lecture and laboratory material will~~ The topics covered include ~~multiposition~~ basic electronic system components, single function electronic controls, ~~multizone controls, boiler reset controls and~~ variable air volume (VAV) systems, ~~discharge air control.~~ Major emphasis is directed towards hands-on laboratory experiments with analog and digital controls variable speed motors, and programmable logic controller (PLC) operation and application.

### CHANGES IN TRANSFER STATUS, 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 61 – Hazardous Materials First Responder/Scene Manager

#### *Current Status/Proposed Change*

~~No Transfer CSU~~ Transfer CSU

Recommended Preparation: eligibility for English 2R and Mathematics A 40 or 41B

~~This course is designed to give~~ parallels the First Responder Operational (FRO) course offered by the California Fire Service Training and Education System (CFSTES). The topics covered include hazardous material (HAZMAT) recognition, first responder ~~the basic information~~ required to handle a hazardous materials incident prior to the arrival of a hazardous materials technician team. ~~The Incident Command System for California is defined in detail describing all these agencies responsible for mitigating and bringing an incident to termination~~ roles and actions, protective equipment, HAZMAT authorities, and regulations. The course applies to fire service personnel certification requirements established by the California State Board of Fire Services.

## CHANGES IN UNITS, LECTURE/LAB HOURS, FACULTY LOAD; COURSE REVIEW

1. Fire and Emergency Technology 134 – Medical Emergencies

*Current Status/Proposed Change*

Units: ~~3~~ 4 Lecture: ~~4~~ 6 hours Lab: 1 hour Faculty Load: ~~22.85~~ 32.497% (13 week course)

## NEW COURSES

1. Air Conditioning and Refrigeration 34 – HVAC Customer Service

Units: 1 Lecture: 1 hour Faculty Load: 6.667%

Credit, degree applicable; Transfer CSU

This is a course in heating, ventilation, and air conditioning (HVAC) customer service. Topics covered include communication skills, problem solving, and quality service attitude. Students will learn vital workplace skills through designed exercises as well as how employers evaluate these skills in their employees.

2. Manufacturing Technology 70 – Basic Robotics

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Credit, degree applicable; Transfer CSU

In this course, students will explore the technologies used to fabricate model robotic systems. Additional topics covered include basic electronics theory, electro-mechanical fabrication, micro-controller operation, machining processes, metal fabrication, and careers in technology. Project building and problem solving will be stressed.

3. Manufacturing Technology 75 – Integrated Robotic and Automated Technologies

Units: 3 Lecture: 2 hours Lab: 4 hours Faculty Load: 33.333%

Recommended Preparation: Electronics and Computer Hardware Technology 11, Manufacturing Technology 70

Credit, degree applicable; Transfer CSU

This course covers robotic and automation applications with emphasis on imbedded electronics, micro-controller programming, motors, and drive trains. Additional topics covered include electronics theory, electro-mechanical fabrication, sensors, manufacturing materials and processes, and career fields in which robotic applications are used. Students will construct, program, and test a vehicular or process robot.

## CHANGE IN MAJOR

1. Air Conditioning and Refrigeration

*Current Status/Proposed Change*

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

Air Conditioning and Refrigeration 5, 6, 21, 22, 23, 25, 27, 30, ~~31~~, 32, ~~34~~; ~~Electronics and Computer Hardware Technology 11~~

Total Units: 35

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

## CHANGE IN CERTIFICATE OF COMPLETION

### 1. Air Conditioning and Refrigeration

*Current Status/Proposed Change*

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

Air Conditioning and Refrigeration 5, 6, 8, 9, 21, 22, 23, 25, 27, 30, 31, 32, 34; ~~Electronics and Computer Hardware Technology 11~~, Technical Mathematics 1-

Total Units: 44

## NATURAL SCIENCES DIVISION

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

#### 1. Astronomy 99abc – Independent Study

*Current Status/Proposed Change*

Enrollment Limitation: ~~two courses in Astronomy 9 or 10 or 11 and 12~~

with a minimum grade of B in each and acknowledgment by the instructor with whom the student will work

~~Independent Study open to~~ This course provides the student wishing an opportunity to undertake special studies in astronomy through an approved program of explore research; consultation, and writing problems in Astronomy not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and/or research projects (60 hours per unit).

#### 2. Geography 99abc – Independent Study

*Current Status/Proposed Change*

Enrollment Limitation: ~~any two courses in Geography~~ course with a

minimum grade of B in each and acknowledgment by the instructor with whom the student will work

~~Designed primarily for majors. Opportunity provided for work with equipment, techniques, or materials not ordinarily used~~ This course provides the student an opportunity to explore research problems in Geography not covered in the regular courses. The student works out details of procedures and adaptation or construction of equipment departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and/or research projects (60 hours per unit).

3. Physics 99abc – Independent Study

*Current Status/Proposed Change*

Enrollment Limitation: ~~Physics 1A and 1B~~ two courses in the Physics 1 series with a minimum grade of B in each and acknowledgment by the instructor with whom the student will work ~~Individual problems involving practices~~ This course provides the student an opportunity to explore research problems in physics ~~not ordinarily encountered~~ covered in classes. Elementary research techniques requiring exercise of independent thinking, use of library reference materials, improvement of laboratory skills and their application to solution of ~~physics problems~~ the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and/or research projects (60 hours per unit).

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

1. Geography 7 – Geography of California

*Current Status/Proposed Change*

~~A~~ This course is a systematic study of California's unique and diverse physical environments and associated landforms, climates, and ecological communities; ~~a~~An overview of human settlement patterns, economic activities, and cultural aspects; ~~with an E~~emphasis on physical environment-human occupancy relationships, will also be discussed.

2. Horticulture 99abc – Independent Study

*Current Status/Proposed Change*

~~Independent study in Horticulture for~~ This course provides the students wishing an opportunity to ~~undertake special studies~~ explore research problems in environmental horticulture not covered in the ~~normal~~ regular departmental offerings through laboratory or field projects. Regular conferences with the instructor are coordinated with assigned laboratory work and/or research projects (60 hours per unit).

**El Camino College**

**Focused Midterm Report**

**Submitted by**

El Camino College  
16007 Crenshaw Boulevard  
Torrance, California 90506

to

Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

March 11, 2005

## **Table of Contents**

### **Page**

i	Table of Contents
ii	Statement of Report Preparation
1	Response to Team Recommendation 1 and the Commission Action Letter
4	Response to Team Recommendation 2 and the Commission Action Letter
5	Response to Team Recommendation 3 and the Commission Action Letter
7	Response to Team Recommendation 4 and the Commission Action Letter
11	Response to Self-Identified Issues
16	Appendices
	1. Academic Affairs Program Review Model
	2. Results of the Administrative Services Survey
	3. Administrative Services Program Improvement Strategies
	4. Dance Program Review
	5. Program Review Model for Administrative Services
	6. Student and Community Advancement Program Review Timeline
	7. Campus Planning Software (Unit Objectives Report)
	8. Board Policy/Administrative Procedures 2510
	9. College Council Self-Evaluation Results



## STATEMENT OF REPORT PREPARATION

In fall 2004, the interim vice president of Academic Affairs established the focused midterm report task force comprised of the co-chairs of the 2000-02 Accreditation Steering Committee, the incoming president of the Academic Senate, and representatives from Administrative Services and Student and Community Advancement. Input was sought and received from other administrators, faculty, and classified staff, involving members of the Academic Senate, College Council, Planning and Budgeting Committee, the Council of Deans, and many members of 2002 Accreditation Steering Committee. The task force consequently prepared several drafts of the report, which was reviewed by the above constituencies. The focused midterm report was adopted by the Board of Trustees on January 18, 2005.

Following the accreditation team's visit in April 2002, progress began on the recommendations made by the accreditation team. In April 2003, El Camino College submitted a one-year progress report to the Accrediting Commission for Community and Junior Colleges. A commission evaluation team visited the campus on April 17, 2003, and submitted its progress visit report to the commission on April 28, accepting the college's progress report and recommending that a focused midterm report be prepared for 2005.

### **Midterm Report Task Force:**

Dr. Susan Dever, President-Elect, Academic Senate  
Tom Lew, Administrative Co-Chair, 2002 Accreditation Steering Committee  
Donna Manno, Representative, Administrative Services  
Barbara Perez, Faculty Co-Chair, 2002 Accreditation Steering Committee  
Arvid Spor, Representative, Student and Community Advancement  
Dr. James F. Schwartz, Interim Vice President for Academic Affairs

This focused midterm report is submitted for the propose of providing information and analysis regarding the progress made on the recommendations received from the visiting evaluation team and on those areas identified in the planning agendas of the self study.

---

Thomas M. Fallo  
Superintendent/President

## **Response to Team Recommendation 1 and the Commission Action Letter**

- 1. As cited in previous (1990, 1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services and link the outcomes to planning and budget processes. (Standards 3A.4, 3B.3)*

### *Description of Progress Made Toward Recommendation 1*

#### Academic Affairs:

Under the leadership of the Vice President of Academic Affairs, a task force was formed to develop a new program review model for Academic Affairs. A faculty member was given 50% release time as a faculty coordinator to assist in developing the model. The faculty coordinator conducted a study of existing program review models recommended by the Academic Senate for California Community Colleges as well as of other literature in the field. Academic deans were interviewed to determine what they felt was needed for an effective program review and to see what they felt was wrong with the previous model. From the review and interviews, the faculty coordinator developed criteria that assisted the task force in its efforts to produce a model that blends the characteristics of the four models recommended by the Academic Senate and address the concerns from the academic deans that the previous model used only a summative review method and failed to address the changing needs of the college community in areas such as transfer institutions, demographic changes, industry needs, and changes in technology.

The task force, comprised of faculty members from a broad range of disciplines and representatives of the academic deans and the office of the Vice President of Academic Affairs, met throughout 2003 to craft a review process that would meet the needs of the college and the programs. Their goal was to develop a process that would be user-friendly but generate results that could be used at the division and college levels for planning and budgeting. In October 2003, the model (Appendix 1) was presented to the Academic Senate and Council of Deans, and in November 2003, it was approved for a pilot program in which the following programs began their reviews in spring 2004: Dance, English as a Second Language, Teacher Education Math, Early Childhood Education, and Real Estate.

#### Administrative Services:

The Administrative Services area began its review process with an assessment of its services. In March 2003, an on-line program review survey was made available to the campus community to evaluate the area's departments, including the Bookstore, Campus Police, Facilities and Maintenance, Fiscal Services and Accounting, Human Resources, Information Technology Services, Purchasing and Accounts Payable, Safety and Health, and Staff Development. Managers from each department discussed the survey results with their staff (Appendix 2). Program improvement strategies (Appendix 3) were developed, implemented, and where applicable entered into Q-Builder to link planning with budgeting for the fiscal 2004-05 year.

## Analysis of Results Achieved to Date:

### Academic Affairs:

The process is being overseen by the acting dean of Natural Sciences who participated in the development of the model. Three of the five programs that began the process last spring submitted their reports by August 2004. Real Estate requested an extension into the 2004-05 academic year. Due to unforeseen circumstances, the program review for Early Childhood Education has been postponed. Upon completion of some minor revisions, the three completed reviews will be forwarded to a committee comprised of representatives of the Academic Senate and Academic Affairs. The following programs have begun working on their program review: History, Philosophy, Music, Machine Tool Technology, Real Estate, Architecture, Astronomy, and Physics.

Chairs of the pilot program reviews were surveyed to ascertain the effectiveness of the process. While two of the three respondents felt that the model was easy to use, one expressed concern about the focus on statistical data and its interpretation. The two chairs that received support from their colleagues did not feel as overwhelmed as the one who did all the work. All felt the process was helpful in establishing a direction for their programs.

As a result of having completed its program review, the Dance department (Appendix 4) was prepared to identify areas for expanded course offerings when funding was available. Recognizing that the college is ideally located to respond to the needs of the commercial dance market by offering a certificate program in commercial dance, the division used this information to formulate a request for an additional faculty member who would have the necessary expertise in this area.

The program review model took into consideration that there would be limited research support. However, participants indicated that more research support was needed to generate useful data and surveys. Research assistance, for example, could have facilitated the framing of survey questions so that information gathered could lead to more useful conclusions.

### Administrative Services:

The Administrative Services area felt that the periodic evaluation of each department's performance, along with recommendations from each department's managers and staff, would help to establish a hierarchy for prioritizing funding and budgeting requests for improvement projects identified through the assessment survey and requiring support beyond existing budgets. In fall 2003, as the college worked to update its Comprehensive Master Plan, new goals were established for the college. Each area then developed objectives and success indicators to assist the college in achieving its goals. Administrative Services departments incorporated the results of their assessment in this process, identifying plans and the budget needed to implement them for the next three years.

During discussions for the midterm report, concern was raised that responding to a customer satisfaction survey was not in itself a program review but part of a review process. Based on this discussion, Administrative Services reviewed a variety of existing program reviews from other

colleges, including the model being used by Student and Community Advancement. In fall 2004, Administrative Services developed a comprehensive program review process and developed a three-year timeline in which to review all its programs beginning with the following programs: Human Resources, Staff Development, and Safety and Risk Management (Appendix 5).

Student and Community Advancement:

While program review for the Student and Community Advancement (SCA) area was not part of the recommendation, the college wanted to establish a sense of commonality among the various review processes. Representatives from SCA adapted the Academic Affairs model to meet the needs of the SCA programs. SCA has established a three-year timeline (Appendix 6) in which to review all its programs, beginning with the Counseling and Student Services division.

#### *Additional Plans That the Institution Has Developed*

Ensure that the recommendations identified are linked to the institution's goals and incorporated into the planning process by creating objective and success indicators for each recommendation.

Finalize the Academic Affairs Program Review model, and establish a timeline that identifies when each program will undergo review.

## **Response to Team Recommendation 2 and the Commission Action Letter**

- 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement. (Standards 7B.1, 7B.2, 7B.3)*

### *Description of Progress Made Toward Recommendation 2*

In spring 2002, the Human Resources department began reinforcing with all managers the importance of a timely performance evaluation review for all classified employees. To aid in this endeavor, Human Resources designed a systematic process whereby managers are sent an e-mail list of classified employees whose evaluations are due that month. If evaluations are not received by the end of the following month, a reminder notice is sent to the manager. If the manager has not returned the evaluation within two weeks, Human Resources notifies the appropriate vice president by e-mail.

### *Analysis of Results Achieved to Date:*

In spring 2003, significant progress was made to complete the performance evaluations for classified staff, and at the time of the progress report, 20% of the evaluations were outstanding. Unfortunately, staffing reductions impacted the Human Resources department, and the notification process and follow-up have not been as consistent as they were previously. To date, 67% of classified performance evaluations are outstanding. Even though the process designed should have yielded better results, it is too dependent on one person. It appears that an automated system needs to be developed to prevent a reoccurrence of the default rate.

In fall 2003, the college recommended adding to the evaluation process a focus on individual growth and performance improvement, including a self-evaluation. The latter was not supported by the El Camino Classified Employees (ECCE). ECCE's concern that the self-evaluation could be used for disciplinary action if goals were not met prevented its inclusion in the agreement. The college continues to encourage and assist employees to improve their skills in relationship to their current job duties and responsibilities through various on-campus staff development opportunities and the Professional Growth Program. For example, the college provides training to its managers on maintaining the consistency and effectiveness of their classified staff performance evaluations. This fall, Liebert, Cassidy & Whitmore presented a workshop on performance evaluations, which encouraged managers to work more collaboratively with their employees to identify areas of improvement.

### *Additional Plans That the Institution Has Developed*

Design and implement an automated process for identifying when performance evaluations are due.

Design a process to follow up on the objectives for improvement identified in performance evaluations.

## **Response to Team Recommendation 3 and the Commission Action Letter**

3. As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan, Technology Master Plan, staffing plan, and other institutional planning efforts. (Standards 9A.1, 9A.3)

### **Description of Progress Made Toward Recommendation 3**

The 2004 Comprehensive Master Plan highlights the institutional linkage of budget development and planning in the chapter titled “Planning Process Evolution” and in chart form in the appendix section of the plan. These illustrate the connection between budget development and planning that begins at the department level but includes reviews, recommendations, and discussion with the area vice president before a decision is made by the President’s Cabinet.

Budget development and planning information have been woven into the revised program review process. Each vice presidential area is currently revising its program review process to solicit quantitative data that can be used to substantiate the rationale for programmatic changes requiring additional funding. The program review process has been integrated into the three-year institutional planning process as noted in the “Planning Process Evolution” chapter of the 2004 Comprehensive Master Plan. The new planning process clearly states that managers must use the results of their most recent program review when creating or modifying objectives and success indicators for their departmental budgeting and planning requests, which are known as action plans. All action plans are entered into the campus planning software for viewing and updating.

The 2004 Comprehensive Master Plan contains planning agenda items at the end of each chapter. The President’s Cabinet and the Planning and Budgeting Committee (PBC) will use the planning agenda items to guide budget development and planning activities.

### **Analysis of Results Achieved to Date**

Structurally the college has linked budget development with planning in various campus documents. The linkages are evident in the 2004 Comprehensive Master Plan and the 2004-05 College Budget Book. The 2004 Comprehensive Master Plan was recently adopted by the college’s Board of Trustees and is therefore relatively new to most employees. A copy of the 2004 Comprehensive Master Plan has been posted on the college’s website, and bound copies have been created and distributed to all offices on campus, including the library. The college’s 2004-05 budget book was distributed to PBC members and all offices on campus during the second half of 2004.

Last fall, the President’s Cabinet reviewed all action plan funding requests that were posted in the college’s planning software. Based upon the college’s goals, the President’s Cabinet allocated

\$1,949,687 in funding to departments throughout the campus for the 2004-05 fiscal year (Appendix 7).

Faculty and managers involved in the collegial consultation process are aware of the importance of linking budget development and planning activities. Workshops and presentations have been given to show the structural linkages between planning and budgeting. However, more are needed for those managers, faculty, and staff who do not yet fully understand the importance of the connection. The recent release of the 2004 Comprehensive Master Plan will be instrumental in the effort to educate college personnel on how the linkages work and on the importance of linking budget development and planning.

### **Additional Plans That the Institution Has Developed**

Continue to follow the direction set forth in the 2004 Comprehensive Master Plan.

Fully involve the PBC in the annual review and recommendation of planning-based funding considerations.

## **Response to Team Recommendation 4 and the Commission Action Letter**

- 4. The college's 1992 governance policy and current consultation procedure needs to be updated and clarified into one governance policy and procedure system in order to create an understandable and more effective governance system that clearly reflects the roles and responsibilities of all constituents. (Standard 10B.8)*

### *Description of Progress Made Toward Recommendation 4*

In the three years following the receipt of the accreditation team's recommendation 4, the college has developed a coherent, unified policy and administrative procedure outlining the process for collegial consultation at El Camino College. The updated Board Policy (B.P.) 2510 and its corresponding Administrative Procedure (A.P.) 2510 (Appendix 8) were approved in June 2002 and clearly delineate the roles of all major campus constituencies and the steps through which these groups participate in the collegial consultation process. A detailed narrative concerning the development of B.P. 2510 and A.P. 2510 appears in the college's 2003 Progress Report.

### *Analysis of Results Achieved to Date*

Although the Board of Trustees has reviewed A.P. 2510 and approved B.P. 2510, dissemination of either document has been limited since their implementation in June 2002. Neither B.P. 2510 nor A.P. 2510, for example, appears in the online editions of El Camino College's *Board Policies and Bylaws* or its *Management and Administrative Procedures*. However, in response to the need for improved channels of communication among college constituencies as noted in the 2002 Self Study, the college has provided online access to the minutes of all key campus committees through its Infonet. Accessing the "Committee Minutes" function, in fact, brings the user to a menu that allows viewing of all minutes posted by committees such as the Academic Senate, the Associated Students Organization, the Board of Trustees, and all collegial consultation groups. This feature of Infonet directly addresses one objective of A.P. 2510, that "the College Council, the Academic Senate and all other designated collegial consultation committees, councils, and task forces will communicate with College constituents through the promulgation of widely distributed minutes."

Despite the availability of the Infonet "Committee Minutes" feature, the posting of committee minutes themselves has been uneven. Minutes for each meeting of the College Council or the Board of Trustees, for example, are filed scrupulously and are always current. The posting of minutes for other collegial consultation groups has been less consistent. The last posting of minutes for one area council, for example, was September 10, 2002, and some division area councils have never posted their minutes at all. In some cases, the spotty nature of the postings results in part from the lack of regular meetings for some committees, as well as from a shortage of personnel to record and post minutes in the aftermath of severe budget reductions in the past three years. Furthermore, access to the minutes of the meetings of the Academic Senate is not possible through the "Committee Minutes" function. While the Academic Senate is listed as a committee whose minutes are available through this feature, only the minutes of its subcommittee, the College Curriculum Committee, can be



accessed. Individuals interested in reading minutes of the Senate meetings must log on to the Senate's own web page, which is not accessible through the "Committee Minutes" screen.

Even among the academic divisions, awareness of rank and file faculty concerning the process of collegial consultation could be improved. Two of the instructional divisions, Learning Resources and Industry and Technology, conduct regular monthly meetings of their division councils, report on area and unit activities, and employ this platform as a means of making recommendations to the Academic Affairs Area Council and, subsequently, to the College Council. Other division councils meet on a periodic or on an as-needed basis.

The role played by the Academic Senate, however, as a vehicle for recommendations regarding academic and professional matters continues to be an issue of some discussion. Under A.P. 2510, the Senate is able to make recommendations directly to College Council. The president of the Senate, in fact, is a standing member of the council and is a regular presence at meetings of the Board of Trustees. The growing pains of the new consultation process continue to linger, however, among some Senate members, who believe that their recommendations on issues do not make a substantive impact on college governance. There have been past suggestions that the College investigate the establishment of a bilateral process that provides one avenue for Senate issues and another for other campus issues. Concern still persists among Senate leaders regarding that the stipulation in B.P. 2510 that Senate recommendations will be "shared" with the College Council. This language, they believe, does not adequately recognize the legal mandate giving the Senate a status different from that given other consultation groups.

The emphasis on improving the communication process among consulting groups also continues to require attention. Although B.P. 2510 was designed to facilitate a broad-based consultation process, proposals and policy changes affecting various areas and departments still occasionally bypass the full consultation process. Lapses in communication, however inadvertent, foster the impression among some college constituencies, including faculty, classified employees, and management, that consultation after the fact undermines the spirit of B.P. 2510.

Another perspective comes from the faculty collective bargaining unit. Its chief representative finds the College Council effective in providing a forum for the concerns of the faculty and in serving as a satisfactory vehicle for representing the bargaining unit's constituency. The perception, of course, may not be shared by the entire constituency, but misunderstandings are frequently due to the problems in communicating information on issues in a timely manner to all affected parties, not necessarily to a lack of desire to communicate. There is still room for improvement.

Among classified employees, there is also some perception that, even though the college successfully developed a single policy and procedure on consultation, a satisfactory implementation has yet to be accomplished. The process is in place, some believe, but efforts to implement the spirit of collegial consultation and thorough communication have yet to be totally fruitful. The College Council, some believe, is now effective at identifying issues facing the institution but not in creating solutions. The president/superintendent, as chair of the College Council, has been receptive to discussion of issues brought to it by Council members, though the minutes of its meetings do not typically reflect the depth

of discussions or concerns voiced. Also lingering is the sense that, while the Council functions as the college's chief forum for issues affecting the campus, the role of the Council in the actual decision-making process remains a modest one. One other consideration affecting successful communication is the perception that, once decisions have been made, the individuals involved in making decisions have been reluctant to provide adequate rationale for the decision, a disappointing conclusion to what was, for some individuals, a commitment of substantial time and resources.

A self-evaluation questionnaire (Appendix 9) completed by the members of the College Council in fall 2004 indicates that the majority of Council members believe that they are fulfilling their responsibilities as outlined in A.P. 2510. All ten of the Council members responding to the survey agreed that the Council serves as the primary, non-bargaining source for discussion and communications regarding campus-wide issues and policies. Eight of the members either agreed or strongly agreed that the Council provides feedback to the superintendent/president regarding such issues as planning, policy development and coordination, and campus and council priorities. Six of the members, however, did not believe that the Council was active in reviewing recommendations from committees designated as collegial consultation committees. The members were evenly divided on whether or not the Council focuses on broad issues as opposed to day-to-day administration of the college.

Although much progress has been made in educating all campus constituencies to their roles in the collegial consultation process, perhaps the greatest gains have been made with the college's largest constituency, the students. A.P. 2510 has provided students with the opportunity to have an impact on the manner in which the college operates. Through the guidance of the college's director of student activities, all students elected to office in the Associate Students Organization (ASO) are apprised of their functions within the institution's consultation scheme. The ASO provides student representatives to all major campus committees, such as the Planning and Budgeting Committee, the Calendar Committee, all area councils, all division councils, and, notably, the College Council, where the student representative enjoys equal standing with representatives from all other campus constituencies.

All student representatives are required to report to the student senate regarding activities of the committees on which they serve, strengthening the communication link between the college and its students. Student representatives, in fact, receive notebooks detailing the role of the ASO in the consultation process, as well as instructions on the duties and responsibilities of each individual in the governance structure. The ASO, furthermore, dedicates a special session to training on the collegial consultation process. The last three ASO presidents, in particular, have been quite active in representing student interests to the campus-at-large. The ASO president for 2002-03, for example, made a presentation to the Board of Trustees opposing the removal of catering trucks from the campus. Past student presidents have also made Board presentations expressing student views on issues such as parking fees. The student trustee on the Board, moreover, has been active in discussions of college issues, and frequently Board members will solicit the student trustee's comments on agenda items before expressing their own views. For some years now, it has been a practice to record the advisory vote of the student trustee.

*Additional Plans That the Institution Has Developed*

Establish stronger connections among the division councils, area councils, and the College Council concerning their role in collegial consultation so that all have a better understanding of the process that provides the opportunity for the college's constituencies to be heard as issues and recommendations ascend through the college governance structure.

Redouble efforts of the College Council to provide comprehensive communication on proposed policies and issues to all areas that will be affected. Consider developing a procedure that ensures discussion and more comprehensive reporting on any item that will have an impact on other areas of the campus.

Institute an annual self-evaluation process by the College Council regarding its effectiveness in implementing the consultation process set forth in B.P. 2510 and A.P. 2510, and use the results of the evaluation to establish objectives for further improvement of communication and consultation among the college's constituent groups.

## **Response to Self-Identified Issues**

The Planning Agenda section of El Camino College's 2002 Accreditation self-study organized the self-identified issues into themes. Since the number of self-identified issues make it difficult to address each one individually, a review of each theme and the work being done in that area is presented.

### **Planning**

A majority of the planning agenda items in the planning theme focused on the notions of designing, establishing, developing, and implementing operational systems. The systems include reports to inform the campus community, the Chancellor's Office, and the community surrounding El Camino College.

Due to State budget cuts, some of the desired planning agenda items have not been implemented, although progress has been made in several areas. The recently adopted 2004 Comprehensive Master Plan lists the three-year strategic plan and institutional priorities, details the linkages between planning and budgeting, and describes the plans for campus improvement. This plan is used by the Planning and Budgeting Committee to guide decision-making activities. The college utilizes the monthly President's Newsletter and the college website to notify the campus and community of progress made toward increased institutional effectiveness. Other planning agenda items will be reviewed and discussed over the coming months to determine their relevancy in the current planning and budgeting environment.

### **Assessment**

Several of the planning agendas regarding assessment focused on our program review and planning processes. These areas were also the focus of the recommendations for the visiting team and are being addressed separately.

The College has begun to design a process for establishing student learning outcomes (SLOs) for its programs and services. During the fall Flex program, the importance of establishing a dialogue in this area was presented to the faculty and staff. Dr. James Schwartz, the Vice President of Academic Affairs, has convened a task force with representatives from each academic division, the Academic Senate, and the administration to help establish the process by which faculty will begin to establish SLOs for their courses and programs and serve as resources for their colleagues. Several workshops are being planned for this academic year to provide the foundation necessary to begin the process.

The college is taking steps to fill the Office of Institutional Research director position, but the lack of a fully staffed research office will impede progress toward establishing a culture of evidence and conducting effective assessment. Of those faculty who participated in the first pilot of program review, the respondents expressed a desire to have more data than what was available.

### **Staff Development**

The majority of staff development planning agenda items listed have been completed. For the past four years, orientation programs have been successfully underway for new full-time faculty, part-time faculty, and staff. Several training sessions have been conducted for managers on how to write

objectives and success indicators and how to input them into the campus planning software system. Administrators and supervisors are regularly notified of workshops addressing employee performance evaluation. The ECC Portal provides an online venue for the posting of college policies and procedures, committee minutes, and other campus information. The Office of Safety and Risk Management offers workshops throughout the year on emergency preparedness, and Staff Development offers classes on CPR. The Special Resource Center (SCR) also provides training on emergency response information for individuals with disabilities. Finally, a full-time trainer/instructional technology specialist will be hired in January 2005. Beginning in the spring semester, all aspects of technology training will be resumed on an ongoing basis.

### **Curriculum**

The focus of the recommendations in this area included expanding and marketing the college delivery systems and modes of instruction, developing a plan to incorporate a variety of instructional delivery methods into the curriculum, and exploring the feasibility of offering electronically delivered degree programs. The college has institutionalized its First Year Experience (FYE) program, and the coordinator has been responsible for increasing the participation in the First Year Experience and nearly doubling the number students participating in the Learning Communities program. In fall 2001, there was only one course linked in FYE; in fall 2004, there were six linked courses. And, since fall 2000, the number of learning communities has nearly doubled. At the same time, the college began to offer supplemental instruction in some of its courses. In summer 2002, supplemental instruction was offered in four math sections, serving 80 students. In fall 2004, supplemental instruction was offered in 20 sections of math, English, reading, political science, and psychology, serving 245 students.

In support of the college's goal to support and constantly improve the quality of its educational offerings, the Distance Education program will expand its offerings over the next three years. Several new online courses, including an oceanography class, have been added. The Distance Education program is also working to establish an online degree program.

### **Financial Resources**

Funding sources with connections to the District were the first to be targeted to supplement existing funding. The ECC Foundation has instituted an annual campaign soliciting donations from college vendors and contractors, local corporations, and community members to meet some of the needs identified by the District. The Foundation has also instituted an employee-giving campaign specifically to provide grants to employees to better serve students, enrolled in special projects, and to fund textbook purchases for students. Foundation staff and Board members have also been successful in obtaining some major gifts designated for certain programs and departments on campus. The college has also been the recipient of several planned gifts that have come to the college upon the death of the donor. Since the last accreditation visit, the Foundation has raised \$1,230,000 in funds for the college.

Divisions under the Student and Community Advancement area, such as Grants Development and Management and Community Advancement, are helping to generate additional funds. Personnel who work with grants actively advertise the availability of funds. The Community Advancement staff seeks to develop partnerships and activities to bring resources or new funding to the District general fund. Through profits from contract education, Community Education, and the El Camino Language

Academy, the Community Advancement division has been able to contribute at least \$100,000 per year to the General Fund. As profits continue to grow, that contribution may increase.

A multi-year computer replacement plan was developed, but ongoing funding to support the plan has not materialized. The College Technology Committee has recognized the need for systematic replacement of items over time. The Planning and Budgeting Committee provided software funding recommendations to the President for the 2004-05 budget. While the recommendations were almost fully funded for that year, ongoing funding has not been committed.

The adequacy of staffing suffered a major setback in 2002-03, when a hiring freeze was instituted from which the campus has not recovered. In addition, no formulas for standardization of staffing have been developed. A prioritization for hiring was set in September 2004, but it does not appear it will be fully instituted due to the uncertainties of 2005-06 State funding.

### **Student Services and Development**

Planning agenda items listed under the Student Services and Development theme focused on making services and information available to students and faculty members. Services and information that have become available since the 2002 Accreditation Self Study Report include a greater offering of student services online, re-opening of services to students on Fridays, workshops for students with undeclared majors, articulation workshops for faculty, placement online of the college *Catalog* and *Schedule of Classes*, and publications of college policies to increase student awareness. Establishment of other services proposed in the Student Services and Development theme will be re-evaluated based upon available funding and college need.

### **Policies/Procedures**

A number of planning agendas identified the need for a policy or procedure, and many of these recommendations are in progress or completed. One recommendation involved the review and revision of both the Student Equity Plan and the Faculty and Staff Diversity Plan. A new Student Equity Plan is now being written that complies with guidelines established by the Chancellor's Office. The Chancellor's Office is currently on the fourth draft of its guidelines for faculty and student diversity; work on a new plan cannot begin until that document is finalized. Progress on developing procedures for creating and maintaining web sites has been similarly slow until the recent hiring of a web developer. The oversight of web pages has been assigned to the Public Relations and Marketing department, which published general guidelines for web creation in its September 2004 handbook, *Communications Guide and Publications Standards*.

In the area of curriculum, the college is in the process of establishing more precisely defined policies on the number of units required at El Camino in order to qualify for certification to CSU. The college curriculum advisor also initiated a new system for updating the faculty listing in the college *Catalog* in 2003-04, which has produced greater accuracy in terms of faculty rank and inclusion of eligible adjunct instructors. In the area of hiring processes, the Human Resources department continues to facilitate hiring. One recent addition to the process has been a statement of confidentiality and conflict of interest, reinforcing the need for discretion, balance, and fairness. In fall 2004, furthermore, the Human Resources department presented a workshop for managers on guidelines for employee selection and hiring. Periodic review of minimum qualifications for faculty has not been a pressing

issue in recent years. In 2002, though, the curriculum office initiated a review of the course disciplines list, which allows departments to cross-list their areas with other subject areas from which qualified faculty can be drawn. The disciplines list is now updated yearly. One last planning agenda recommended the development of criteria for prioritizing facilities modification requests. The Facilities Planning and Services department has since developed a scope levels matrix as part of the master plan for building renovation. This matrix reflects an evaluation of all modification needs, broken down by scopes, or categories, which address various tiers of renovation. In anticipation of the college's successful bond passage in 2002, a second prioritization schema was designed, in which approximately 80 facilities projects were assessed and grouped into nine categories.

### **Governance**

In July 2002, the Board of Trustees adopted a new consultation policy and related procedures (Board Policy 2510 and Administrative Procedure 2510) to replace those adopted in 1992 in response to AB 1725. While the texts of BP 2510 and AP 2510 were unfortunately not disseminated at the time, efforts have since been made to reorganize the college consultative committee structure with the goal of strengthening shared governance across the college.

The remaining planning agenda items related to the Governance theme include increasing participation within the governance structure by all segments of the college and defining and strengthening consultative councils.

A common theme that came to light in surveys prior to the 2002 Accreditation Self Study was that while most respondents felt that they had ample opportunity to be involved in decision-making at the local level, the majority did not feel that they had sufficient opportunities to be involved at the college level. Additionally, responses indicated there was some belief that many of the most important decisions impacting constituent groups on campus were unilaterally made by the upper management of the college.

While various explanations for limited faculty participation were offered by respondents, it seemed apparent that many did not understand their role in the governance process. Although an effort has been made through the President's Newsletter and presentations by administrators to inform the college community about ECC's shared governance structure and the roles of administrators, faculty, staff, and students, it appears that many participants in college-level councils become familiar with their roles only when they are appointed to a consultative committee by their constituent groups.

The lack of faculty participation on the District Planning Council was remedied by combining it with the Budget Development Committee, which from its origin had significant faculty participation. As a result, while the number of faculty representatives has not increased, with the establishment of the Planning and Budgeting Committee, their role in college-wide planning has. Effort has also been made to include faculty on various ad hoc committees. Recent examples include the Admissions and Records Advisory Council, the Copyright Policy Committee, and the various groups associated with the update of the Educational Master Plan.

Many of the consultative committees are currently reviewing their goals and priorities and assessing their effectiveness both as individual entities and as part of the college's shared governance structure.

Committee members regularly express frustration because they believe the role of consultative committees is advisory, not decision-making. And discussion continues within the Planning and Budgeting Committee on how the members can play a more pro-active role in college planning and budgeting.

Discussion within several of these committees has pointed out the critical interrelationship between “shared governance” and open multi-directional communication among all consultative groups. It has been pointed out that clear communication up, down, and across college committee structure is essential in order to ensure that committees have sufficient information to make informed recommendations. Communication is also essential in order to make clear to committee participants the administration’s rationale behind decisions made about issues on which the committees have forwarded recommendations.



---

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

---

	<u>Page No.</u>
A. Student Field Trip.....	1
B. Student Conference.....	1
C. Board Policy 5060 – Concurrent Enrollment of K-12 Students Second Reading and Adoption.....	1, 2
D. Community Education Program – Spring 2005.....	1, 3-21

---

**January 18, 2005**

**Student and Community Advancement – ii**

**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.

February 23, 2004 – E. Elaine Moore – Paramount Pictures, Hollywood, California. Estimated students 33. Depart 2:15pm; return 9:30pm. Transportation by bus.

**B. STUDENT CONFERENCE**

It is recommended that the Board approve attendance of Philip Gomez, Associated Students Organization President, and Bryce Matson, Student Trustee, to attend the 36<sup>th</sup> National Grassroots Legislative Conference which will be held at the Hilton Crystal City Hotel in Arlington, Virginia, March 19-23, 2005. Expenses in the amount of \$1,898 will be paid from the following accounts: \$1,500 from the Bookstore Fund and \$398 from the Associated Students Conference Account.

**C. BOARD POLICY 5060 – CONCURRENT ENROLLMENT OF K-12 STUDENTS-  
Second Reading and Adoption**

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5060 – Concurrent Enrollment of K-12 Students as shown on page 2.

**D. COMMUNITY EDUCATION PROGRAM – SPRING 2005**

It is recommended that the Board approve the Community Education Program for Spring 2005 as shown on pages 3 through 21. It is further recommended that payment to the instructors for the classes be based on specifications in the contract. The specification is either A) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR B) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

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:

**Community  
Education-  
Spring 2005  
Board of  
Trustees**

Title	Instructor	Rate of Pay	E/N	#mtgs	First	Day	Start	End	Add'l Dates	Room
Candle Making for Beginners	Abdul, Quayum	OptA	N	1	4/30	Sat	9:00 AM	12:00 PM		Artb211
Glycerine Soap Making	Abdul, Quayum	OptA	N	1	5/14	Sat	9:00 AM	12:00 PM		ArtB211
Get Paid to Travel	Anderson, Cherie	OptA	N	1	2/26	Sat	9:30 AM	12:30 PM		Socs203
Become an Int'l Tour Director	Anderson, Cherie	OptA	N	1	2/26	Sat	1:30 PM	4:30 PM		Socs203
Beginning Yoga	Anderson, David	OptA	N	8	3/5	Sat	10:30 AM	12:00 PM	thru 4/23	PE2
Beginning Yoga	Anderson, David	OptA	N	8	4/30	Sat	10:30 AM	12:00 PM	thru 6/18	PE2
Chandalier/Hoop Earrings	Barrera, Debbie	\$28/hr	N	2	3/22	Tues	6:30 PM	9:30 PM	3/29	Tech256
Wire Wrapped Pendant	Barrera, Debbie	\$28/hr	N	2	4/18	Mon	6:30 PM	9:30 PM	4/25	Tech256
Get Wired-Make Your Jewelry	Barrera, Debbie	\$28/hr	N	2	3/8	Tues	6:30 PM	9:30 PM	3/15	Tech256
Zipper Connection	BDG Online	\$25/student	N	30	2/23	Wed			thru 3/23	online
What is Genealogy	BDG Online	\$25/student	N	30	3/22	Tues			thru 4/21	online
Lighthouses of the Pacific Coast	BDG Online	\$25/student	N	30	4/6	Wed			thru 5/6	online
Watercolor Painting, Basics & Beyond	Beuoy, Jean	\$23/hr	N	8	2/12	Sat	9:00 AM	11:30 AM	thru 4/2	Artb211
Learn to Draw, You Really Can	Beuoy, Jean	\$23/hr	N	8	2/22	Tues	6:30 PM	9:00 PM	thru 4/19; nc 4/12	Artb211
Oil & Acrylic Painting	Beuoy, Jean	\$23/hr	N	8	2/28	Mon	6:30 PM	9:00 PM	thru 4/25	Artb209
Special Event Planner	Binder, Farla	38%	N	1	2/24	Thur	6:30 PM	9:30 PM		Socs104
Communicate with Difficult People	Burgraff, Roger	OptA	N	1	3/22	Tues	6:30 PM	9:30 PM		Socs208
Summer 05 Tour Info	Collette Vacations	N/A	N	1	3/1	Tues	7:00 PM	8:30 PM		Socs208
Color Concepts: Theory & Practice	de los Rio, Teresa	OptA	N	1	2/24	Thur	6:30 PM	9:30 PM		Mu210
Calligraphy for Beginners	de los Rio, Teresa	OptA	N	6	3/3	Thur	7:00 PM	9:00 PM	thru 4/7	Tech256
Color Yourself Beautiful	DeCuir, Cheryl	OptA	N	1	3/24	Thur	6:30 PM	9:30 PM		Artb211
Miniature Book Art	Deutsch, Lisa	\$100/day	N	1	3/5	Sat	9:00 AM	12:00 PM		Artb215
Accordion Books	Deutsch, Lisa	\$100/day	N	1	4/2	Sat	9:00 AM	12:00 PM		Artb215
Study Smarter	Douglas,	OptA	N	2	2/26	Sat	11:00	12:30 PM	3/5	Socs105

Not Harder	Lee						AM			
Listening Skills for Better Grades	Douglas, Lee	OptA	N	1	3/19	Sat	11:00 AM	12:30 PM		Socs105
Test Taking Tips & Techniques	Douglas, Lee	OptA	N	2	4/2	Sat	11:00 AM	12:30 PM	4/9	Socs105
Delivering Knock Socks off Service	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Financial Tools to Drive Business	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
First-Line Supervision	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Fund. Of Marketing	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Fund. of Statistical Process Control	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Fundamentals of Budgeting	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Grammar & Proofreading	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
HT Develop the Strategic Plan	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
HT Manage Your Company	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
HT Manage Your Priorities	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
HT Write a Marketing Plan	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Keeping Customers for Life	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Manager's Guide to Financial Analysis	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Managing Customer Satisfaction Process	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Planning & Leading Meetings	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Planning Cash Flow	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Presentation Success	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Problem-Solving Skills in Workplace	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Skills for Success Guide for Admins	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Taking Control w/Time Management	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
What Managers Do	e.Approach	\$59/student	N		2/17	Thur			available 90days	online
Delivering Knock Socks off Service	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Financial Tools to Drive Business	e.Approach	\$59/student	N		3/17	Thur			available 90days	online

First-Line Supervision	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Fund. Of Marketing	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Fund. of Statistical Process Control	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Fundamentals of Budgeting	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Grammar & Proofreading	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
HT Develop the Strategic Plan	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
HT Manage Your Company	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
HT Manage Your Priorities	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
HT Write a Marketing Plan	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Keeping Customers for Life	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Manager's Guide to Financial Analysis	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Managing Customer Satisfaction Process	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Planning & Leading Meetings	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Planning Cash Flow	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Presentation Success	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Problem-Solving Skills in Workplace	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Skills for Success Guide for Admins	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Taking Control w/Time Management	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
What Managers Do	e.Approach	\$59/student	N		3/17	Thur			available 90days	online
Delivering Knock Socks off Service	e.Approach	\$59/student	N		4/21	Thur			available 90days	online
Financial Tools to Drive Business	e.Approach	\$59/student	N		4/21	Thur			available 90days	online
First-Line Supervision	e.Approach	\$59/student	N		4/21	Thur			available 90days	online
Fund. Of Marketing	e.Approach	\$59/student	N		4/21	Thur			available 90days	online
Fund. of Statistical Process Control	e.Approach	\$59/student	N		4/21	Thur			available 90days	online
Fundamentals of Budgeting	e.Approach	\$59/student	N		4/21	Thur			available 90days	online

Grammar & Proofreading	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
HT Develop the Strategic Plan	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
HT Manage Your Company	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
HT Manage Your Priorities	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
HT Write a Marketing Plan	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Keeping Customers for Life	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Manager's Guide to Financial Analysis	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Managing Customer Satisfaction Process	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Planning & Leading Meetings	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Planning Cash Flow	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Presentation Success	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Problem-Solving Skills in Workplace	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Skills for Success Guide for Admins	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
Taking Control w/Time Management	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
What Managers Do	e.Approach	\$59/st udent	N		4/21	Thur			available 90days	online
A to Z Grantwriting	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Accounting Fundamentals	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Achieving Top Search Engine	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Administrative Asst App	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Administrative Asst Fund	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Adv Word 2000'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Adv Word 2003	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Advanced Web Pages	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg Access 2000'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg Access 2003'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg Excel 2000'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg Excel 2003'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg PowerPoint	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online

2000'										
Beg PowerPoint 2002'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg Word 2000	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Beg Word 2003	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Buy & Sell on Ebay	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Crafting Your Short Fiction	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Creating Web Pages	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Designing Effective Websites	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Digital Photography Output!	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Discover Digital Photography	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Dreamweaver MX	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Fundamentals of Supervision	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Fundamentals of Supervision II	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
GED	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Get Grants!	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Get Paid to Travel	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Goodbye to Shy	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Grammar Refresher	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
High Powered Communication	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Individual Excellence	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int Access 2000'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int Access 2002'	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int to Oracle	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int to Photoshop 7	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int to SQL	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int to Visual Basic 6.0	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int Web Pages	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int Word 2000	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Int Word 2003	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Intro to Criminal Law	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Intro to XML	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Learn to Buy & Sell on Ebay	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Mastering Digital Photo	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Medical Terminology	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Music Made Easy	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Online Investing	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online



OS X iMAC	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Payroll in QuickBooks	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
PC Troubleshooting	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Personal Finance	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Photoshop Elements/Digital Photo	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Project Management Applications	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Project Management Fundamentals	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Publish it Yourself	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
QuickBooks	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Ready, Set, Read!	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Secrets of Photography	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Speed Reading	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Speed Spanish	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Speed Spanish II	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Understanding the HR Function	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Windows XP	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Wow, What a Great Event!	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Writerific	Ed2Go	varies	N	12	2/16	WF			thru 4/8	online
Acctg Fundamentals	Ed2Go	Varies	N	12	2/16	W,F				online
Basic A+	Ed2Go	Varies	N	12	2/16	W,F				online
Intro to Algebra	Ed2Go	Varies	N	12	2/16	W,F				online
Powerpoint in the Classroom	Ed2Go	Varies	N	12	2/16	W,F				online
A to Z Grantwriting	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Accounting Fundamentals	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Achieving Top Search Engine	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Administrative Asst App	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Administrative Asst Fund	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Adv Word 2000'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Adv Word 2003	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Advanced Web Pages	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg Access 2000'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg Access 2003'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg Excel 2000'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg Excel 2003'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg PowerPoint 2000'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online

Beg PowerPoint 2002'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg Word 2000	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Beg Word 2003	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Buy & Sell on Ebay	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Crafting Your Short Fiction	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Creating Web Pages	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Designing Effective Websites	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Digital Photography Output!	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Discover Digital Photography	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Dreamweaver MX	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Fundamentals of Supervision	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Fundamentals of Supervision II	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
GED	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Get Grants!	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Get Paid to Travel	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Goodbye to Shy	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Grammar Refresher	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
High Powered Communication	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Individual Excellence	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int Access 2000'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int Access 2002'	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int to Oracle	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int to Photoshop 7	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int to SQL	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int to Visual Basic 6.0	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int Web Pages	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int Word 2000	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Int Word 2003	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Intro to Criminal Law	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Intro to XML	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Learn to Buy & Sell on Ebay	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Mastering Digital Photo	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Medical Terminology	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Music Made Easy	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Online Investing	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online

OS X iMAC	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Payroll in QuickBooks	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
PC Troubleshooting	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Personal Finance	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Photoshop Elements/Digital Photo	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Project Management Applications	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Project Management Fundamentals	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Publish it Yourself	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
QuickBooks	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Ready, Set, Read!	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Secrets of Photography	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Speed Reading	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Speed Spanish	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Speed Spanish II	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Understanding the HR Function	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Windows XP	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Wow, What a Great Event!	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Writerific	Ed2Go	varies	N	12	3/16	WF			thru 5/6	online
Acctg Fundamentals	Ed2Go	Varies	N	12	3/16	W,F				online
Basic A+	Ed2Go	Varies	N	12	3/16	W,F				online
Intro to Algebra	Ed2Go	Varies	N	12	3/16	W,F				online
Powerpoint in the Classroom	Ed2Go	Varies	N	12	3/16	W,F				online
A to Z Grantwriting	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Accounting Fundamentals	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Achieving Top Search Engine	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Administrative Asst App	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Administrative Asst Fund	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Adv Word 2000'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Adv Word 2003	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Advanced Web Pages	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg Access 2000'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg Access 2003'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg Excel 2000'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg Excel 2003'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online

Beg PowerPoint 2000'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg PowerPoint 2002'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg Word 2000	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Beg Word 2003	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Buy & Sell on Ebay	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Crafting Your Short Fiction	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Creating Web Pages	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Designing Effective Websites	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Digital Photography Output!	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Discover Digital Photography	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Dreamweaver MX	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Fundamentals of Supervision	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Fundamentals of Supervision II	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
GED	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Get Grants!	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Get Paid to Travel	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Goodbye to Shy	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Grammar Refresher	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
High Powered Communication	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Individual Excellence	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int Access 2000'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int Access 2002'	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int to Oracle	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int to Photoshop 7	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int to SQL	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int to Visual Basic 6.0	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int Web Pages	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int Word 2000	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Int Word 2003	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Intro to Criminal Law	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Intro to XML	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Learn to Buy & Sell on Ebay	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Mastering Digital Photo	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Medical Terminology	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Music Made Easy	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online

Online Investing	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
OS X iMAC	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Payroll in QuickBooks	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
PC Troubleshooting	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Personal Finance	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Photoshop Elements/Digital Photo	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Project Management Applications	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Project Management Fundamentals	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Publish it Yourself	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
QuickBooks	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Ready, Set, Read!	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Secrets of Photography	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Speed Reading	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Speed Spanish	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Speed Spanish II	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Understanding the HR Function	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Windows XP	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Wow, What a Great Event!	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Writeriffic	Ed2Go	varies	N	12	4/20	WF			thru 6/10	online
Acctg Fundamentals	Ed2Go	Varies	N	12	4/20	W,F				online
Basic A+	Ed2Go	Varies	N	12	4/20	W,F				online
Intro to Algebra	Ed2Go	Varies	N	12	4/20	W,F				online
Powerpoint in the Classroom	Ed2Go	Varies	N	12	4/20	W,F				online
A to Z Grantwriting	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Accounting Fundamentals	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Achieving Top Search Engine	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Administrative Asst App	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Administrative Asst Fund	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Adv Word 2000'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Adv Word 2003	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Advanced Web Pages	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg Access 2000'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg Access 2003'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg Excel 2000'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg Excel 2003'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg PowerPoint	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online

2000'										
Beg PowerPoint 2002'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg Word 2000	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Beg Word 2003	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Buy & Sell on Ebay	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Crafting Your Short Fiction	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Creating Web Pages	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Designing Effective Websites	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Digital Photography Output!	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Discover Digital Photography	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Dreamweaver MX	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Fundamentals of Supervision	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Fundamentals of Supervision II	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
GED	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Get Grants!	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Get Paid to Travel	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Goodbye to Shy	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Grammar Refresher	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
High Powered Communication	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Individual Excellence	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int Access 2000'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int Access 2002'	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int to Oracle	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int to Photoshop 7	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int to SQL	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int to Visual Basic 6.0	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int Web Pages	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int Word 2000	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Int Word 2003	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Intro to Criminal Law	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Intro to XML	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Learn to Buy & Sell on Ebay	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Mastering Digital Photo	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Medical Terminology	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Music Made	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online

Easy										
Online Investing	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
OS X iMAC	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Payroll in QuickBooks	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
PC Troubleshooting	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Personal Finance	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Photoshop Elements/Digital Photo	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Project Management Applications	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Project Management Fundamentals	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Publish it Yourself	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
QuickBooks	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Ready, Set, Read!	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Secrets of Photography	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Speed Reading	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Speed Spanish	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Speed Spanish II	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Understanding the HR Function	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Windows XP	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Wow, What a Great Event!	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Writerific	Ed2Go	varies	N	12	5/18	WF			thru 7/8	online
Acctg Fundamentals	Ed2Go	Varies	N	12	5/18	W,F				online
Basic A+	Ed2Go	Varies	N	12	5/18	W,F				online
Intro to Algebra	Ed2Go	Varies	N	12	5/18	W,F				online
Powerpoint in the Classroom	Ed2Go	Varies	N	12	5/18	W,F				online
Home Decorating w/ Style	Farmer, Claudia	OptA	N	1	4/21	Thur	6:30 PM	9:30 PM		Socs104
Power Stretch	Farmer, Jeremy	OptA	N	6	3/19	Sat	12:00 PM	2:00 PM	thru 4/30;n/c 4/9	PE52
Journals & Gen Ledger Posting	Farmer, Kevin	OptA	N	1	3/1	Tues	6:30 PM	9:30 PM		Socs209
Income Statement Analysis	Farmer, Kevin	OptA	N	1	3/8	Tues	6:30 PM	9:30 PM		Socs209
Balance Sheet Analysis	Farmer, Kevin	OptA	N	1	3/15	Tues	6:30 PM	9:30 PM		Socs209
Sml Bus Series: Overview	Farmer, Kevin	OptA	N	1	3/24	Thur	6:30 PM	9:30 PM		Socs209
Sml Bus Series: Mktg, Sales & Promo	Farmer, Kevin	OptA	N	1	3/31	Thur	6:30 PM	9:30 PM		Socs209
Get Going w/ QuickBooks	Farmer, Kevin	OptA	N	1	4/3	Sun	9:30 AM	3:30 PM		Bus4

Sml Bus Series: Op & Mgmt	Farmer, Kevin	OptA	N	1	4/7	Thur	6:30 PM	9:30 PM		Socs209
Keep Going w/ QuickBooks	Farmer, Kevin	OptA	N	1	4/17	Sun	9:30 AM	3:30 PM		Bus4
Sml Bus Series: Fin & Records	Farmer, Kevin	OptA	N	1	4/21	Thur	6:30 PM	9:30 PM		Socs209
Sml Bus Series: Business Plan	Farmer, Kevin	OptA	N	1	4/28	Thur	6:30 PM	9:30 PM		Socs209
Spanish Grades 3-5	Fernandez, Sonia	OptA	N	6	2/26	Sat	9:00 AM	10:30 AM	thru 4/9 n/c 3/26	Socs108
Spanish Grades 6-9	Fernandez, Sonia	OptA	N	6	2/26	Sat	10:45 AM	12:15 PM	thru 4/9 n/c 3/26	Socs108
You Can Write Hit Songs	Frederick, Robin	OptA	N	1	2/19	Sat	1:00 PM	4:00 PM		Socs104
Beginning Guitar	Freeman, Marshall	\$25/hr	N	6	2/28	Mon	7:00 PM	9:00 PM	thru 4/4	EastDining
Intermediate Guitar	Freeman, Marshall	\$25/hr	N	6	4/18	Mon	7:00 PM	9:00 PM	thru 5/23	EastDining
Financial Strategies Retirement	Garvin, Calvin	OptA	N	3	5/3	Tues	6:30 PM	9:30 PM	thru 5/17	Socs112
Financial Strategies Retirement	Garvin, Calvin	OptA	N	3	5/5	Thur	6:30 PM	9:30 PM	thru 5/19	Socs112
Hypnotherapy as a Career	Genco, Frank	OptA	N	10	2/22	Tues	7:00 PM	10:00 PM	thru 5/3; nc4/12	Socs104
Think Thin, Be Thin, Stay Thin	Genco, Frank	OptA	N	1	3/10	Thur	7:00 PM	9:30 PM		Socs109
Stop Smoking Hypnosis	Genco, Frank	OptA	N	1	3/17	Thur	7:00 PM	9:30 PM		Socs109
Negotiation 1	Georgen, Pearl	OptA	N	1	2/23	Wed	6:30 PM	9:30 PM		Socs204
Negotiation 2	Georgen, Pearl	OptA	N	1	3/2	Wed	6:30 PM	9:30 PM		Socs204
Negotiation 3	Georgen, Pearl	OptA	N	1	3/9	Wed	6:30 PM	9:30 PM		Socs204
Negotiation 4	Georgen, Pearl	OptA	N	1	3/16	Wed	6:30 PM	9:30 PM		Socs204
Negotiation 5	Georgen, Pearl	OptA	N	1	3/23	Wed	6:30 PM	9:30 PM		Socs204
Negotiation 6	Georgen, Pearl	OptA	N	1	3/30	Wed	6:30 PM	9:30 PM		Socs204
Negotiation 7	Georgen, Pearl	OptA	N	1	4/6	Wed	6:30 PM	9:30 PM		Socs204
Professional Mediator	Georgen, Pearl	OptA	N	4	4/23	Sat	9:00 AM	4:00 PM	thru 5/14;	Socs112
H/T Make Gift Baskets	Grigsby, Nique	OptA	N	1	3/12	Sat	9:00 AM	12:00 PM		Artb215
Aromatherapy	Grigsby, Nique	OptA	N	1	3/19	Sat	9:00 AM	12:00 PM		Artb15
Instant Piano	Hardman, Patrick	OptA	N	1	3/12	Sat	9:00 AM	12:00 PM		Bus5
AMA-Manage Conflict in Org	Harris, Shirley	\$40/hr +\$5/st u	N	5	4/18	Mon	6:30 PM	9:30 PM	thru 5/16	Musi133
4-Minute Fitness	Heim, Mike	OptA	N	1	2/26	Sat	1:00 PM	4:00 PM		PE52
Active Meditation for the Body &	Heim, Mike	OptA	N	8	3/5	Sat	10:30 AM	11:30 AM	thru 4/30;n/c 4/9	Decathlon Rm



Soul										
4-Minute Fitness	Heim, Mike	OptA	N	1	3/19	Sat	1:00 PM	4:00 PM		Stadium Rm
Guide to Great Calif Tours	Heller, Paul	OptA	N	1	4/5	Tues	7:00 PM	9:00 PM		Socs208
Travel Abroad Safer than Stay Home	Heller, Paul	OptA	N	1	4/6	Wed	6:30 PM	9:30 PM		PE229
Travel the World in Comfort	Heller, Paul	OptA	N	1	4/7	Thur	6:30 PM	9:30 PM		Socs104
SAT Prep	Hines, Fred	\$29/hr	N	4	2/12	Sat	1:00 PM	4:00 PM	thru 3/5	Socs111
Pre-Algebra	Hines, Fred	\$29/hr	N	6	2/26	Sat	9:00 AM	10:30 AM	thru 4/9 n/c 3/26	Socs111
Algebra 1	Hines, Fred	\$29/hr	N	6	2/26	Sat	10:45 AM	12:15 PM	thru 4/9 n/c 3/26	Socs111
Pre-Algebra	Hines, Fred	\$29/hr	N	6	4/16	Sat	9:00 AM	10:30 AM	thru 5/21	Socs111
Algebra 1	Hines, Fred	\$29/hr	N	6	4/16	Sat	10:45 AM	12:15 PM	thru 5/21	Socs111
SAT Prep	Hines, Fred	\$29/hr	N	4	4/30	Sat	1:00 PM	4:00 PM	thru 5/21	Socs111
Start Your Own After-School Business	Holden, Nancy	OptA	N	1	3/5	Sat	11:00 AM	2:00 PM		Socs110
Edible & Medicinal Plant Desert Trip	HF Nature Services	OptA	N	3	3/19	Sat	10:00 AM	1:00 PM	4/9:10-5, 4/10:9-4	MCS206
Art of Touch	Imsland, Debbie	OptA	N	4	3/10	Thur	7:00 PM	8:30 PM	through 3/31	East Dining
Reading & Math Clinics	Kids' College	70%	N	4	2/28	M-W	3:45 PM	5:15 PM	thru 3/23	Off Campus
Reading & Math Clinics	Kids' College	70%	N	4	3/28	M-W	3:45 PM	5:15 PM	thru 4/25;n/c4/11-15	Off Campus
Reading & Math Clinics	Kids' College	70%	N	4	5/2	M-W	3:45 PM	5:15 PM	thru 5/25	Off Campus
IT Video Journalisam	Kimura, M	OptA	N	4	3/6	Sun	3:00 PM	6:00 PM	thru 4/3;n/c3/27	Alondra Rm
Real Estate Appraisal: Bus/Car	Levitan, Les	OptA	N	1	3/1	Tues	7:00 PM	10:00 PM		Socs211
Real Estate Appraisal: Bus/Car	Levitan, Les	OptA	N	1	5/17	Tues	7:00 PM	10:00 PM		Socs208
Life Drawing	LifePainting.com	OptA	N	1	1/30	Sun	10:00 AM	5:00 PM		Artb205,209
Life Drawing	LifePainting.com	OptA	N	1	2/27	Sun	10:00 AM	5:00 PM		Artb205,209
Life Drawing	LifePainting.com	OptA	N	1	3/20	Sun	9:00 AM	5:00 PM		Artb205,209
Life Drawing	LifePainting.com	OptA	N	1	4/24	Sun	10:00 AM	5:00 PM		Artb205,209
Life Drawing	LifePainting.com	OptA	N	1	5/22	Sun	10:00 AM	5:00 PM		Artb205,209
Htl & Rest Mgmt: Rest Emphasis	Lofti, E	OptA	N	2	3/20	Sun	9:00 AM	5:00 PM	4/3	Socs105
Hotel & Restaurant Management	Lotfi, E.	OptA	N	5	3/6	Sun	9:00 AM	5:00 PM	thru 4/10, n/c 3/27	Socs105

Intermediate Yoga	Market, Simone	OptA	N	8	3/5	Sat	9:00 AM	10:15 AM	thru 4/23	PE2
Intermediate Yoga	Market, Simone	OptA	N	8	4/30	Sat	9:00 AM	10:15 AM	thru 6/18	PE2
Marketing Strategies for Entrepreneurs	McDaniel-Smith, Augustine	OptA	N	1	3/12	Sat	9:00 AM	4:00 PM		Socs104
Start Bus in Voice Over	Meza, Aaron	OptA	N	1	2/19	Sat	10:00 AM	1:00 PM		Socs109
Voice Over Experience	Meza, Aaron	OptA	N	1	4/2	Sat	10:00 AM	2:00 PM		Socs109
Botanical Garden Tours	Miller, Virginia	OptA	N	5	3/5	Sat	10:00 AM	2:00 PM	thru 4/9 n/c 3/26	MCS206
HT Become a Mystery Shopper	Moran, Elaine	OptA	N	1	3/19	Sat	10:30 AM	4:00 PM		Socs205
Belly Dancing	Nakano, Jeane	40%	N	7	2/19	Sat	10:30 AM	11:45 AM	thru 4/2	PE52
Belly Dancing	Nakano, Jeane	40%	N	7	4/16	Sat	10:30 AM	11:45 AM	thru 6/11;nc5/14,21	PE52
HT Become Notary Public	Notary Public Sem	OptA	N	3	3/8	TTh	6:30 PM	9:30 PM	3/10, 3/12 (exam)	EastDining
Become Cert. Loan Signing Agent	Notary Public Sem	OptA	N	1	3/20	Sun	9:00 AM	4:00 PM		Bus2
HT Become Notary Public	Notary Public Sem	OptA	N	3	4/5	TTh	6:30 PM	9:30 PM	4/7; 4/9 9-11am	EastDining
Become Cert. Loan Signing Agent	Notary Public Sem	OptA	N	1	4/24	Sun	9:00 AM	4:00 PM		Bus2
HT Become Notary Public	Notary Public Sem	OptA	N	3	5/10	T,Th	6:30 PM	9:30 PM	5/12; 5/14 9-11am	EastDining
Become Cert. Loan Signing Agent	Notary Public Sem	OptA	N	1	5/22	Sun	9:00 AM	4:00 PM		Bus2
Anger Management	Payne, Clandis	OptA	N	1	2/28	Mon	6:30 PM	9:30 PM		Socs205
Menopause/HRT	Plourde, Elizabeth	OptA	N	1	4/21	Thur	6:30 PM	9:30 PM		PE26
Boost Your Memory Now!	Porter, Alfred	OptA	N	1	3/19	Sat	9:00 AM	1:00 PM		Socs104
Travel Writing for Fun or Profit	Rabinowitz, Barbara	OptA	N	2	3/22	Tues	7:00 PM	9:00 PM	3/29	Socs209
Talk to Practically Anybody	Railsback, Sherrie	OptA	N	1	3/14	Mon	6:30 PM	9:30 PM		Socs203
Earn Bucks w/Bookkeeping	Railsback, Sherrie	OptA	N	1	4/4	Mon	6:30 PM	9:30 PM		Socs203
Basic Floral Design	Ray, Brenda	OptA	N	3	2/26	Sat	9:00 AM	12:00 PM	thru 3/12	Artb15
Cartooning for Adults	Ray, Brenda	OptA	N	6	3/17	Thur	7:00 PM	9:00 PM	thru 4/28 n/c 4/14	Tech257
Time of Life: Chg Directions	Ray, Brenda	OptA	N	3	3/23	Wed	6:30 PM	9:00 PM	thru 4/6	PE228
Retire Early thru Real Estate Inv	Retzer, Greg	OptA	N	1	2/26	Sat	9:00 AM	4:30 PM	opt tour 4:30-5:30	Adm206
Learn How \$6,000 Can Be Turned	Retzer, Greg	OptA	N	1	6/5	Sun	9:00 AM	4:30 PM	opt tour 4:30-5:30	Bus2
AMA-Successful Interviewing	Rose, Shelley	\$40/hr +\$5/st	N	5	2/24	Thur	6:30 PM	9:30 PM	thru 3/24	Socs207

		u								
AMA-HT Develop Eff Training	Rose, Shelley	\$40/hr +\$5/st u	N	5	4/21	Thur	6:30 PM	9:30 PM	thru 5/19	Socs109
Project Mgmt for the Clueless	Rounds, Mike	OptA	N	1	2/23	Wed	6:30 PM	9:30 PM		PE228
HT Dev. Lo-Cost,Hi-Proft Info Prod	Rounds, Mike	OptA	N	1	3/2	Wed	6:30 PM	9:30 PM		PE228
Stock Market Investment Game	Schuchard, Ken	OptA	N	4	3/2	Wed	6:30 PM	8:30 PM	thru 3/23	PE229
Conv. Spanish, Beg 1	Shimko, Celina	OptA	N	6	2/22	TTh	7:00 PM	9:00 PM	thru 3/10	PE228
Conv. Spanish, Beg 2	Shimko, Celina	OptA	N	6	3/15	TTh	7:00 PM	9:00 PM	thru 3/31	PE228
Conv. Spanish, Int 1	Shimko, Celina	OptA	N	6	4/5	TTh	7:00 PM	9:00 PM	thru 4/28; nc4/12,14	PE228
Conv. Spanish, Int 2	Shimko, Celina	OptA	N	6	5/3	TTh	7:00 PM	9:00 PM	thru 5/19	PE228
Beginner Tai Chi	Shozuya, Nadine	50%	N	6	2/13	Sun	8:55 AM	9:55 AM	thru 3/20	ShozuyaStudio
Goal Setting for Beginners	Shozuya, Nadine	50%	N	5	3/12	Sat	1:00 PM	2:00 PM	thru 4/9	ShozuyaStudio
Beginner Tai Chi	Shozuya, Nadine	50%	N	6	4/17	Sun	8:55 AM	9:55 AM	thru 5/22	ShozuyaStudio
Beginning DJ Workshop	SoCal MusicSchool	40%	N	2	3/12	Sat	1:00 PM	3:00 PM	3/19	Musi125
Hand Drums (16 & Up)	SoCal MusicSchool	40%	N	4	4/18	Mon	7:00 PM	8:00 PM	thru 5/9	DecathRm
Keyboarding for Adults (16 & Up)	SoCal MusicSchool	40%	N	4	4/18	Mon	7:00 PM	8:00 PM	thru 5/9	StadiumRm
Gourd Decorating	Spier, Nadine	\$200/class	N	1	2/27	Sun	10:00 AM	3:00 PM		Artb15
Ornate Pine Needle Basketry	Spier, Nadine	\$200/class	N	1	4/17	Sun	10:00 AM	3:00 PM		Socs105
C-BEST Prep	Steiman, Henry	OptA	N	3	2/26	Sat	9:00 AM	4:00 PM	thru 3/12	Socs109
C-BEST Prep Math Only	Steiman, Henry	OptA	N	1	3/12	Sat	9:00 AM	4:00 PM		Socs109
C-BEST Prep	Steiman, Henry	OptA	N	3	5/7	Sat	9:00 AM	4:00 PM	thru 5/21	Socs109
C-BEST Math Only	Steiman, Henry	OptA	N	1	5/21	Sat	9:00 AM	4:00 PM		Socs109
Packing Light and Easy	Stoddard, Norma	OptA	N	1	3/7	Mon	6:30 PM	9:30 PM		Socs108
New Art of Dating	Thomas, Debora	OptA	N	1	3/7	Mon	6:30 PM	9:30 PM		PE228
Event Planning 1: Overview	Thornburg, Deborah	OptA	N	1	3/21	Mon	6:30 PM	9:30 PM		Mu207
Event Planning 2: Adm, Goals, Outcomes	Thornburg, Deborah	OptA	N	1	3/28	M	6:30 PM	9:30 PM		Mu207
Event Planning 3: Contracts, Nego	Thornburg, Deborah	OptA	N	1	4/4	Mon	6:30 PM	9:30 PM		Mu207
Event Planning 4: Budget, Funding	Thornburg, Deborah	OptA	N	1	4/18	Mon	6:30 PM	9:30 PM		Mu207



---

---

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

---

---

**Page No.**

A.	2003-2004 District Audit Report .....	1
B.	Non-Resident Tuition Fee for 2004-2005 .....	1
C.	Contracts/Personal Service Agreements Valued at \$50,000 or Higher .....	1
D.	Notices of Job Completion.....	1
E.	Purchase Orders .....	2

**A. 2003–2004 DISTRICT AUDIT REPORT**

It is recommended that the Board accept the annual financial audit report prepared by Vavrinek, Trine, Day and Co. LLP, for the El Camino Community College District. Copies of the audit report for the 2003–2004 fiscal year have been distributed to the Board of Trustees. The public may review the audit report in the Office of the Vice President-Administrative Services, Room AD 106.

**B. NON-RESIDENT TUITION FEE FOR 2004–2005**

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2005-2006, commencing with the summer session of 2005, in the amount of \$151.00 per unit of course work pursuant to Education Code Section 76140. Pursuant to Education Code Section 76141 (a), it is also recommended that the Board of Trustees adopt a non-resident tuition fee for non-resident students who are both citizens and residents of a foreign country for the fiscal year 2005-2006, commencing with summer session 2005, in the amount of \$170.00 per unit of course work. The additional \$19.00 for non-resident aliens is permitted to be charged for capital outlay purposes. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

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

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

**Department of Justice/Bureau of Prisons** – Through contract with Community Advancement, the District will deliver training in Office Automation to the inmate population at the Victorville Federal Correction Institution. The value of this contract is as follows: Original contract Board Approved 12/15/2003. Option to Renew: Contract Year: October 1, 2004 through September 30, 2005. Projected Income \$64,065.00; Projected Expenses \$40,304.95; Projected Net: \$23,760.05. Account: 12-55130-00-701000-6462.

**D. NOTICES OF JOB COMPLETION**

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

<b><u>Project Name/Vendor</u></b>	<b><u>Cost</u></b>
1. <b><u>Boiler Replacement in Music Room</u></b>	\$162,000.00 PO #68101

2. <b><u>Install 80 Ton Chiller – Admin. Bldg.</u></b>	\$87,730.00 PO #70580
Grand Total	<u>\$249,730.00</u>

Payable to: South Bay Heating & Air Conditioning  
506 Sanford Avenue  
Wilmington, CA 90744

**E. PURCHASE ORDERS**

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

**Run Date**  
**12/22/2004**

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

**Meeting Date: 1-18-2005**

*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
P0071381	Joyce Cantrell	Fine Arts	Non-Instructional Supplies	\$27.46
P0071382	Empire Cleaning Supply	Facilities/Planning	Repairs Noninstructional	\$916.65
P0071383	Masque Sound & Recording Corp.	Ctr for Arts Product	Non-Instructional Supplies	\$414.37
P0071384	South High School Boys Basketball	Public Information	Multi Media Advertising	\$200.00
P0071385	Ced/ Metropolitan Electrical Dist	Art Department	Repairs Parts And Supplies	\$1,106.21
P0071386	Palos Verdes High School	Public Information	Multi Media Advertising	\$500.00
P0071387	Unisource	Operations	Non-Instructional Supplies	\$593.86
P0071388	Cisco Systems	00-01 P4E CISCO ACAD	Instructional Supplies	\$14,819.70
P0071390	MSDN Academic Alliance	CIS	Dues And Memberships	\$399.00
P0071391	Montgomery Hardware Company	Door & Window Syst Rpl	Repairs Noninstructional	\$18,590.90
P0071392	Fancy Floors	Carpenter Shop	Non-Instructional Supplies	\$84.44
P0071393	Pyro-Comm Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,212.50
P0071394	Best Roofing	Roof Rpl & Struct Strg	Site Improvements	\$133,420.00
P0071395	Los Angeles County Department	Hazmat	Other Services And Expense	\$870.00
P0071396	Boise Cascade	SBDC COCCC	Non-Instructional Supplies	\$153.85
P0071397	Michael L. Miller	Fine Arts	Non-Instructional Supplies	\$64.37
P0071398	Maurice Kogon	Business & Int'l Ed.	Dues And Memberships	\$200.00
P0071399	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$703.88
P0071400	American 3B Scientific	Art Department	Instructional Supplies	\$913.02
P0071401	Xpedx Paper & Graphics	Fine Arts	Non-Instructional Supplies	\$30.25

**January 18, 2005**

**Administrative Services 2**

P0071402	Delta Education, Inc Dept Sr045	Physics	Instructional Supplies	\$232.13
P0071403	Sears Roebuck & Company	Ctr for Arts Ticket	New Equipment – Noninstruc.	\$216.45
P0071404	Frey Scientific	Physics	Instructional Supplies	\$292.67
P0071405	Arbor Scientific	Physics	Instructional Supplies	\$248.16
P0071406	S & B Food Services Catering Serv.	Health Sciences	Non-Instructional Supplies	\$984.77
P0071407	Paradise Awards	Health Sciences	Non-Instructional Supplies	\$777.88
P0071408	Laguna Clay Company	Art Department	Instructional Supplies	\$488.59
P0071409	Yellow Pages Publishers	Public Information	Multi Media Advertising	\$257.00
P0071410	Lorain County Joint Vocational	Earth Sciences	Instructional Supplies	\$37.06
P0071411	Boise Cascade	Ed & Community Devel	New Equipment – Noninstruc.	\$109.20
P0071412	Quality Business Machines	Counseling Office	Non-Instructional Supplies	\$82.89
P0071413	Performance Publishing Group	Public Information	Multi Media Advertising	\$1,130.00
P0071414	B & H Photo-Video	Art Department	Non-Instructional Supplies	\$270.04
P0071415	B & H Photo-Video	Division Office Fine	New Equipment – Instruc.	\$1,578.17
P0071416	Ballet Barres	Division Office Fine	New Equipment – Instruc.	\$2,027.34
P0071417	Deborah B. Minnichelli	Fine Arts	Non-Instructional Supplies	\$75.00
P0071418	Sandra J. Nitchman	Fine Arts	Non-Instructional Supplies	\$75.00
P0071419	Joseph J. Derthick	Fine Arts	Non-Instructional Supplies	\$75.00
P0071420	Full Compass	Division Office Fine	New Equipment – Instruc.	\$355.06
P0071421	Joanna M. Nacheff	Fine Arts	Non-Instructional Supplies	\$350.44
P0071423	Quantum Signs & Graphics	Counseling Office	Non-Instructional Supplies	\$200.00
P0071424	CCS Presentation Systems, Inc.	Title V ECC/SMC Acti	New Equipment – Noninstruc.	\$216.50
P0071425	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$325.80
P0071426	Chronicle Guidance Publication	Career Center	Publications/ Periodicals	\$5.50
P0071427	E.C.C.C.D. Bookstore	Resource Developm./G	Non-Instructional Supplies	\$75.00
P0071428	American Express Travel	Univ - Silesia, Ciesz	Travel And Conference Exp	\$1,179.87
P0071429	CCS Presentation Systems, Inc.	Physical Education	Instructional Supplies	\$1,722.21
P0071430	S & B Food Services Catering Serv.	Student Affairs	ASB Exp.	\$47.76
P0071431	VWR Scientific	Life Sciences	New Equipment – Instruc.	\$7,724.72
P0071432	Homecare Convalescent Equipment	Life Sciences	New Equipment – Instruc.	\$5,509.93
P0071433	Susan Saxe-Clifford, Phd	Parking-Student Perm	Other Services And Expense	\$350.00
P0071434	Western Highway Products, Inc.	Parking-Student Perm	Site Improvements	\$1,365.25
P0071435	Emergency Specialty Physician Mde	Parking-Student Perm	Other Services And Expense	\$160.00
P0071436	North Star Graphics	Parking-Student Perm	Non-Instructional Supplies	\$310.00
P0071437	Gail Materials	Grounds	Non-Instructional Supplies	\$1,266.80
P0071438	AMI Electrical & Telecom, Inc.	Information Technolo	Contract Services	\$1,040.00
P0071439	Edmund Scientific	Physics	Instructional Supplies	\$74.62
P0071440	Industrial Caster & Wheel	Utilities	Non-Instructional Supplies	\$1,146.16
P0071441	Mass Press	Job Placement	Non-Instructional Supplies	\$34.64
P0071442	Mass Press	Financial Aid	Non-Instructional Supplies	\$34.64
P0071443	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,471.35
P0071444	Xpedx	Warehouse	Inventories, Stores, Prep	\$3,056.98
P0071445	American Express Travel	Administration	Travel And Conference Exp	\$144.89



P0071446	Joint Review Committee	Rad Tech	Dues And Memberships	\$1,500.00
P0071447	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0071448	Auto Door	Facilities/Planning	Repairs Noninstructional	\$868.50
P0071449	Francisco Aguabella	Student Affairs	Contract Services	\$500.00
P0071450	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$28.50
P0071451	Alldata	Automotive Technology	Publications Periodicals	\$1,055.44
P0071452	Law Enforcement News	Administrative Of Ju	Publications Periodicals	\$52.00
P0071453	Woodworker West	Construction Technol	Publications Periodicals	\$18.00
P0071454	Torrance Electronics	Electronics	Instructional Supplies	\$411.35
P0071455	Hoffman Video Systems	Division Office Fine	New Equipment – Instruc.	\$567.08
P0071456	Praxair	Welding	Repairs Parts And Supplies	\$203.60
P0071457	Card Integrators	Student Affairs	Non-Instructional Supplies	\$537.02
P0071458	The Annenberg/Cpb Multimedia Coll	Electronics	Instructional Supplies	\$261.97
P0071459	Power Systems	Physical Education	Instructional Supplies	\$1,333.97
P0071460	Highsmith Company Inc.	Division Office Inst	Instructional Supplies	\$345.70
P0071461	Mass Press	LA Cty Hlth Svc/Mt.	Non-Instructional Supplies	\$34.64
P0071462	Cal-Ed Optical	Life Sciences	New Equipment – Instruc.	\$2,968.22
P0071463	South Bay Regional Public Communi	Parking-Student Perm	New Equipment – Noninstruc.	\$1,957.51
P0071464	Card Integrators	Student Affairs	Non-Instructional Supplies	\$9,149.47
P0071465	Pacific Parking Systems, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$8,710.00
P0071466	Hispanic Association of Colleges	Presidents Office	Dues And Memberships	\$3,759.00
P0071467	ACCCA	VP-SCA	Conferences Mgmt	\$100.00
P0071468	ACCCA	VP-SCA	Conferences Mgmt	\$295.00
P0071469	ACCCA	VP-SCA	Conferences Mgmt	\$30.00
P0071470	California State University Office	4CNet Video T-1 Conn	Contract Services	\$46,917.00
P0071471	PC Mall Gov Inc.	SARS Implementation	New Computer Equipment-No	\$927.60
P0071472	Datavault	Information Technolo	Maintenance Contracts	\$55.00
P0071473	New Readers Press	El Camino Language	Publications/ Periodicals	\$309.40
P0071474	Joseph M. Georges	Ca Virtual Uni. 2nd	Non-Instructional Supplies	\$52.63
P0071475	Sue Oda-Omori	Counseling Office	Non-Instructional Supplies	\$62.82
P0071476	Delphin Computer Supply	Transfer Center	Non-Instructional Supplies	\$66.87
P0071477	Apex Learning	Information Technolo	Computer Software Account	\$8,118.75
P0071478	ADT Security Services	Information Technolo	Maintenance Contracts	\$2,415.00
P0071479	Netiq Corporation	Information Technolo	Maintenance Contracts	\$630.00
P0071480	Black Issues in Higher Ed	VP-SCA	Publications/ Periodicals	\$40.00
P0071481	Chatham Baroque Inc.	Artes de El Camino	Contract Services	\$26.28
P0071482	Performance Pipeline Technology	Facilities/Planning/	Repairs Noninstructional	\$600.00
P0071483	U.S. Bank	Institutional Servic	Election	\$1,248.70
P0071484	L. A. County Fire Department	Facilities/Planning/	Repairs Noninstructional	\$737.25
P0071485	International Diversified Market	HVAC Shop	Non-Instructional Supplies	\$307.28
P0071486	PC Mall Gov Inc.	Public Information	Non-Instructional Supplies	\$139.62
P0071487	Paradise Awards	Health Sciences and	Fundraising	\$310.79
P0071488	S & B Food Services Catering Serv.	Health Sciences and	Fundraising	\$343.10
P0071489	S & B Food Services Catering Serv.	Health Sciences and	Non-Instructional Supplies	\$988.00

P0071490	American Express Travel	Univ - Silesia, Cieszy	Travel And Conference Exp	\$2,802.48
P0071491	Torrance Electronics	Community Advancement	Non-Instructional Supplies	\$1,061.34
P0071492	Virco Manufacturing Corp.	VATEA I &T	New Equipment – Instruc.	\$406.53
P0071493	Doug Mockett & Co., Inc.	VATEA I&T	New Equipment – Instruc.	\$673.52
P0071494	PC Club	VATEA I&T	New Equipment – Instruc.	\$452.78
P0071495	Centrix International	VATEA I&T	Instructional Supplies	\$2,215.02
P0071496	Torrance Postmaster	Ed & Community Devel	Postage	\$150.00
P0071497	Infinite Control Systems	Facilities/Planning/	Repairs Noninstructional	\$8,522.00
P0071498	ECC BOOKSTORE	ECLA 04-05 new locat	Non-Instructional Supplies	\$75.00
P0071499	Unique Products	Improve Campus Appea	Non-Instructional Supplies	\$3,247.50
P0071501	Konica Minolta Business Solutions	CCAccessMeansParent	New Equipment – Noninstruc.	\$4,870.17
P0071502	Scantron Corporation	Division Office Huma	Instructional Supplies	\$65.05
P0071503	Western Graphix	Parking-Student Perm	Non-Instructional Supplies	\$22.00
P0071504	Best Buys	Americans W/Disabili	New Equipment – Noninstruc.	\$726.71
P0071505	Rochester Institute of Technology	DSPS	Instructional Supplies	\$576.78
P0071506	A-1 Office Plus	DSPS	Instructional Supplies	\$48.68
P0071507	Southern California Rid	SRC Donations	Non-Instructional Supplies	\$100.00
P0071509	Beach Tennis	Health Sciences	Non-Instructional Supplies	\$1,905.22
P0071510	James Keeshen	Ca Virtual Uni. 2nd	Contract Services	\$300.00
P0071511	Culver Newlin Inc.	V.P. Academic Affairs	New Equipment – Noninstruc.	\$116.91
P0071512	Premium Promotionals	Human Resources	Other Services And Expense	\$251.49
P0071514	Vernier Software	Mathematics	Instructional Supplies	\$7,143.47
P0071515	Franklin Covey	EOPS	Non-Instructional Supplies	\$156.27
P0071516	Edits Publishers	EOPS	Non-Instructional Supplies	\$1,170.68
P0071517	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$349.65
P0071518	Alberto Hernandez	Fine Arts	Non-Instructional Supplies	\$100.00
P0071519	S & B Food Services Catering	Health Sciences	Fundraising	\$585.36
P0071520	S & B Food Services Catering	Health Sciences	Non-Instructional Supplies	\$1,476.00
P0071521	S & B Food Services Catering	Health Sciences	Non-Instructional Supplies	\$754.29
P0071522	Southland Lumber	Construction Technol	Instructional Supplies	\$1,644.43
P0071523	Fine Woodworking	Construction Technol	Publications Periodicals	\$59.95
P0071524	School Outfitters	I&T	New Equipment – Instruc.	\$2,636.08
P0071525	Life-Assist Inc.	Fire Academy/Emergen	Instructional Supplies	\$275.63
P0071526	CCS Presentation Systems, Inc.	Cosmetology	Instructional Supplies	\$1,992.73
P0071527	Lock & Stitch	Ref & Lane Tech (Smg	Instructional Supplies	\$1,013.54
P0071528	K-Line	Ref & Lane Tech (Smg	New Equipment – Instruc.	\$2,796.70
P0071529	Doniece Redmond	ATE-Articulation Par	Contract Services	\$200.00
P0071530	Laura Flores	ATE-Articulation Par	Contract Services	\$200.00
P0071531	Coleen Felix	ATE-Articulation Par	Contract Services	\$200.00
P0071532	Gradshirts	ATE-Articulation Par	Non-Instructional Supplies	\$441.00
P0071533	Elizabeth M. Shadish	P4E 00-01 TECHN. PLA	Instructional Supplies	\$21.69
P0071534	Marcell Songco	Student Affairs	ASB Exp.	\$300.00
P0071535	San Pedro City Ballet	Artes de El Camino	Contract Services	\$15,000.00
P0071536	J.W. Marriott Hotel	President's Office	Conferences Mgmt	\$223.00

P0071537	Association of Community College	President's Office	Conferences Mgmt	\$775.00
P0071538	ACCCA	President's Office	Conferences Mgmt	\$100.00
P0071539	Mid City Mailing Services	Division Office Fine	Non-Instructional Supplies	\$175.00
P0071540	Torrance Postmaster	Division Office Fine	Non-Instructional Supplies	\$137.92
P0071542	David White	Fine Arts	Non-Instructional Supplies	\$150.00
P0071543	Keiko Fukazawa	Fine Arts	Non-Instructional Supplies	\$100.00
P0071544	Barbara Thomason	Fine Arts	Non-Instructional Supplies	\$100.00
P0071545	Consolidated Fabricator Corp.	Utilities	Waste Disposal	\$618.00
P0071546	Sargent Welch Scientific	Natural Sci	New Equipment – Instruc.	\$3,090.02
P0071547	Maurice Kogon	Business & Int'l Ed.	Multi Media Advertising	\$99.95
P0071548	Portable Power Systems	Technical Services	Repairs Parts And Supplies	\$332.33
P0071549	Pasco Scientific	Physics	Instructional Supplies	\$4,281.77
P0071550	California Community College Leag	President's Office	Conferences Mgmt	\$210.00
P0071551	California Community College Leag	President's Office	Conferences Mgmt	\$285.00
P0071552	California Community College Leag	President's Office	Conferences Mgmt	\$210.00
P0071553	Council for Resource Develop	Resource Developm./G	Dues And Memberships	\$175.00
P0071554	Cingular Wireless	Contract Education	Telephone	\$39.60
P0071555	Yukon Corporation	Facilities/Planning	Repairs Noninstructional	\$541.25
P0071556	California Community College Leag	Presidents Office	Conferences Mgmt	\$285.00
P0071557	Greenwood Publishing Group	English	Instructional Supplies	\$30.19
P0071558	S & B Food Services Catering Serv	EOPS CARE	Non-Instructional Supplies	\$1,828.00
P0071559	Carpenter & Rothans	Purchasing and Busin	Liability - Self Insurance	\$1,939.55
P0071564	American Express Travel	Staff Development	Conferences Mgmt	\$285.80
P0071565	California Cleaning Systems	Facilities/Planning	Repairs Noninstructional	\$309.48
P0071566	Bernice L. Boseman	Fine Arts	Non-Instructional Supplies	\$596.69
P0071567	Yotam Ravid	Pool	Non-Instructional Supplies	\$21.59
P0071572	Robert L. Bray, Sr.	Purchasing and Busin	Excess Property	\$350.00
P0071578	Rcuh #1324 Center on Disability	DSPS	Conferences Mgmt	\$210.00

**Total :**

**179**

**\$397,035.78**

B0070235	Infinite Concepts	SBDC - Gardena/Long	Multi Media Advertising	\$1,800.00
B0070635	Hollywood Reporter	SBA 1/1/04 to 12/31	Multi Media Advertising	\$250.00
B0077863	American Apparel	Cact CA Employee Tra	Contract Services	\$1.00
B0077864	The Training Source	Cact CA Employee Tra	Contract Services	\$25,000.00
B0077880	Dowden Associates	Title V ECC/SMC Mgmt	PSA Contract Services	\$13,950.00
B0077919	Jeffreda Curry	Ed & Community Devel	PSA Contract Services	\$3,100.00
B0077927	Carolyn L. Adams	SBA 1/1/04 to 12/31	PSA Contract Services	\$4,000.00
B0077931	National Student Cle	EOPS	Contract Services	\$425.00
B0077937	S & B Food Services	V.P. Academic Affairs	Non-Instructional Supplies	\$500.00
B0077939	E.C.C. Public Inform	Title V ECC/SMC Acti	Reproduction Instruction	\$2,500.00
B0077940	S & B Food Services	Title V ECC/SMC Acti	Conferences Mgmt	\$2,500.00
B0077941	E.C.C.C.D. Bookstore	Title V ECC/SMC Acti	Non-Instructional Supplies	\$2,500.00
B0077942	Regal Cinemedia Corp	Public Information	Multi Media Advertising	\$10,000.00
B0077944	Enterprise Fleet Ser	Parking-Student Perm	Other Rentals	\$2,763.00
B0077945	Teledyne Reynolds In	Cact CA Employee Tra	Contract Services	\$1.00

B0077946	AMI Electrical & Tel	Telecommunications	Contract Services	\$100.00
B0077947	Abate Tech. Internat	Facilities/Planning/	Repairs Noninstructional	\$9,000.00
B0077948	Postmaster	SBDC T&C Contract C0	Postage	\$5,000.00
B0077949	E.C.C.C.D. Bookstore	Division Office NSci	Other Books	\$500.00
B0077950	Santa Monica College	Resource Developm./G	Contract Services	\$1.00
B0077951	St. Joseph Hospital	Nursing	Instructional Supplies	\$1.00
B0077952	Teledyne Electronic	Cact CA Employee Tra	Contract Services	\$1.00
B0077953	CCS Presentation Sys	Audio/Visual	Instructional Supplies	\$10,000.00
B0077954	Advanced Electronics	Electric Shop	Repairs Noninstructional	\$2,000.00
B0077956	Konica Minolta Busin	CDC	Maintenance Contracts	\$400.00
B0077957	Economic Redevelopme	SBA 1/1/04 to 12/31	Contract Services	\$1.00
B0077958	Life-Assist Inc.	Fire Academy/Emergen	Instructional Supplies	\$700.00
B0077961	Dale L. Hall	VTEA Title II Tech P	PSA Contract Services	\$1,920.00
B0077962	Torrance Memorial Ho	EOPS CARE	Contract Services	\$400.00
B0077963	Teledyne Electronic	Cact CA Employee Tra	Contract Services	\$1.00
B0077965	Mid City Mailing Ser	SBDC T&C Contract C0	Postage	\$1,550.00
B0077966	National Promotions	SBDC T&C Contract C0	Reproduction – Noninstruc.	\$7,025.00
B077899.	Moneta Gardena Impro	Administration	Contract Services	\$0.01
	<b>Total :</b>	<b>33</b>		<b>\$107,890.01</b>
	<b>Total POs and BPOs :</b>	<b>212</b>	<b>TOTAL :</b>	<b>\$504,925.79</b>

January 18, 2005

Administrative Services 7

---

---

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

---

---

**Page No.**

I. INFORMATION

    A. 2003-2004 Measure E Audit Report .....2

    B. Equipment/Technology Expenditures .....2

    C. Projects Budgets .....3

    D. Citizens’ Bond Oversight Committee .....5

II. APPROVAL

    A. Contracts/Personal Service Agreements Valued at \$50,000 or Higher. ....5

III. RATIFICATION

    A. Purchase Orders. ....6

    B. Change Orders .....6

**I. INFORMATION**

**A. 2003–2004 MEASURE E AUDIT REPORT**

It is recommended that the Board accept the annual financial audit report and performance audit report prepared by Vavrinek, Trine, Day and Co., LLP, for the El Camino Community College Proposition 39 General Obligation Bonds Measure E. Copies of the audit reports for the 2003–2004 fiscal year have been distributed to the Board of Trustees. The public may review the audit report in the Office of the Vice President-Administrative Services, Room AD 106

**B. EQUIPMENT/TECHNOLOGY EXPENDITURES – The following table reports the status of equipment purchases as of December 31, 2004, for the budget year 2004-05.**

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
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
<u>Technology</u>			
Information Technology Services (0608)	1,557,570	423,952	1,133,618
Total Technology	1,557,570	423,952	1,133,618
<u>Other Equipment</u>			
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*	869,848	1,667,969

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

**C. 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 December 31, 2004.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 12/31/04)</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	11,209	1,517,791
Athletic Education and Fitness Complex (0203)	15,718,000	166,057	15,551,943
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	44,085	6,040,811
Business Building Replacement (0205)	10,926,189	87,166	10,839,023
Central Plant (0206)	10,858,000	78,528	10,779,472
Child Development Center Phase 2 (0207)	2,525,000	18,396	2,506,604
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	8,113	1,091,887
Fire Academy Structure (0209)	791,375	5,886	785,489
Fire Program Facility (0210)	123,000	1,063	121,937
Health Occupations and Wellness Center (0211)	12,072,551	87,293	11,985,258
Humanities Complex Replacement (0212)	23,120,064	617,314	22,502,750
Learning Resource Center Addition (0213)	7,100,000	51,410	7,048,590
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	60,908	8,355,324
Remodeling Phase Two (0216)	157,625	1,312	156,313
Remodeling Phase Three (0217)	8,715,875	63,070	8,652,805
Science Complex Renovation (0219)	6,721,738	3,383,236	3,338,502
Signage and Wayfinding (0224)	2,600,000	38,467	2,561,533
Student Services and Activities Replacement (0220)	31,448,118	251,547	31,196,571
Temporary Space and Relocation Costs (0221)	2,000,000	59,893	1,940,107
Vocational Education Complex (0222)	22,349,821	183,410	22,166,411
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
<b>Total Additional Classrooms and Modernization</b>	<b>193,083,184</b>	<b>5,924,231</b>	<b>187,158,953</b>
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>			
Asphalt Resurfacing - All Lots (0301)	400,000	13,115	386,885
Emergency Generators and Distribution (0302)	2,265,000	7,144	2,257,856
Emergency Power to Security Lighting (0303)	175,000	552	174,448
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	2,641	397,359
Fencing Replacement and Additions (0305)	375,000	1,183	373,817
Landscaping and Irrigation System Replacements (0306)	2,540,000	30,597	2,509,403

Lighting - Upgrade / Replace All Lots (0308)	2,440,000	7,696	2,432,304
Lot F Parking Structure Improvements (0309)	1,632,000	5,147	1,626,853
Lot H Parking Structure (0310)	8,348,666	26,529	8,322,137
Paving Replacement - All Walks and Driveways (0311)	2,187,000	6,898	2,180,102
Pedestrian Walks at Manhattan Beach Blvd. & Lot E (0312)	81,600	257	81,343
Security Video (0313)	180,000	6,995	173,005
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	75,588	1,869,593
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>184,340</b>	<b>24,542,891</b>
<b>Energy Efficiency Improvements (EEI)</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>Health and Safety Improvements (HSI)</b>			
Administration (0501)	4,367,732	42,663	4,325,069
Art & Behavioral Sciences (0502)	12,247,136	120,923	12,126,213
Auxiliary Warehouse (0504)	105,042	799	104,243
Communications (0507)	6,623,354	66,336	6,557,018
Construction Technology (0508)	943,970	10,046	933,924
Domestic Water System (0509)	2,488,800	56,623	2,432,177
Facilities and Receiving (0510)	1,985,416	98,208	1,887,208
Fire Alarm (0511)	780,800	5,292	775,508
Firelines (0512)	1,837,503	68,169	1,769,334
Hazardous Materials Abatement (0513)	200,000	81,150	118,850
Library (0515)	7,876,509	199,173	7,677,336
Marsee Auditorium (0516)	6,670,843	66,653	6,604,190
Math & Computer Sciences (0517)	10,761,643	107,371	10,654,272
Music (0518)	8,896,846	91,925	8,804,921
Natural Gas System (0519)	488,000	3,345	484,655
North Gymnasium (0520)	3,248,993	235,191	3,013,802
Physical Education and Men's Shower (0521)	3,896,871	39,528	3,857,343
Planetarium (0522)	559,465	8,650	550,815
Pool and Health Center (0523)	8,273,592	83,247	8,190,345
Primary Electrical Distribution System (0524)	13,460,000	178,330	13,281,670
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	8,834	1,304,830
Sewer System (0527)	1,964,200	13,159	1,951,041
Social Sciences (0528)	7,415,520	72,775	7,342,745
Storm Drain System (0530)	1,083,909	7,307	1,076,602
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
<b>Total Health and Safety Improvements</b>	<b>117,283,489</b>	<b>3,122,049</b>	<b>114,161,440</b>
<b>Information Technology and Equipment (ITE)</b>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	295,726	827,924
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	763,115	13,794,395
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>3,321,819</b>	<b>51,360,039</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	\$12,552,439	\$381,964,025

**D. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee had not been scheduled at the printing deadline for the Board Agenda.

**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.

**NITECH** - It is recommended that the Board approve an upgrade to the HP System. The current HP system running Datatel's Colleague product is over four years old. Components of the system such as the tape drive used for backup are no longer supported by HP. The increased use of Colleague via Web by students and faculty has stretched the existing system and frequently results in down time causing the system to be unavailable for registration and other student functions. The upgrade to this system will allow us to reduce the down time significantly as well as provide faster response time to staff and students using Colleague as well as the portal. Cost: Using CMAS Contract # 3-03-70-2012A: \$225,000. Acct. #: 45-56421-01-678000-0608. The 2004-05 budget will be increased for this purchase.

**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**  
**12/22/2004**

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

**Meeting Date: 1-18-2005**

*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
P0071541	VWR Scientific	Science Complex Reno	Group II Equipment	\$13,772.00
P0079042	Larry's Concrete Sawing and Drill	Music	Site Improvements	\$190.00
P0079043	General Lock	Security Systems	Buildings	\$5,482.90
P0079045	Sommerville Plywood	Music	Construction Material	\$310.08
P0079047	Montgomery Hardware Company	Security Systems	Buildings	\$9,623.51
P0079048	Pearson Ncs	Student &Community	New Equipment – Noninstruc.	\$8,266.18
P0079049	Delphin Computer Supply	Information Technolo	New Computer Equipment-No	\$10,119.21
P0079050	Dell Marketing L. P.	Information Technolo	New Computer Equipment-No	\$201,163.43
P0079051	Virco Manufacturing Corp.	Science Complex Reno	Group II Equipment	\$64,809.88
P0079052	Virco Manufacturing Corp.	Science Complex Reno	Group II Equipment	\$10,882.67
<b>Total :</b>		<b>10</b>		<b>\$324,619.86</b>
B0079046	West-Star Constructi	Music	Site Improvements	\$68,900.00
B69006A	Tbp Architecture, In	Master Planning	Architecture & Engineering	\$3,679.97
<b>Total :</b>		<b>2</b>		<b>\$72,579.97</b>
<b>Total POs and BPOs :</b>		<b>12</b>	<b>TOTAL :</b>	<b>\$397,199.83</b>

**B. CHANGE ORDERS**

None

---

---

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

---

---

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-4
B. Temporary Casual Employment .....	4-7
C. Revision of Classification Specifications for Administrator Position.....	7, 9-12
D. Volunteers.....	8

## **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 1-16 and 1-10.

### Certificated Personnel:

1. Retirement – Ms. Linda Leon, full-time instructor of Nursing, effective January 14, 2005, and that a plaque be presented to her in recognition of her service to the District since 1977.
2. Change of Assignment – Ms. Stephanie Rodriguez, 100% Counselor to 100% Interim Workforce Education Director, (instead of leave of absence), effective September 1 through June 30, 2005.
3. Extend Assignment – Ms. Alice Grigsby, Acting Director of Learning Resources, effective January 3 through June 30, 2005, unless otherwise amended.
4. Extend Assignment – Mr. Thomas Lew, Acting Dean of Fine Arts, effective January 3 through June 30, 2005, unless otherwise amended.
5. Extend Assignment – Dr. Bobbi Villalobos, Acting Dean of Humanities, effective January 3 through June 30, 2005, unless otherwise amended.
6. Personal Leave of Absence (40%) – Ms. Dana Crotwell, full-time instructor of English, effective August 27, 2005 through December 16, 2005.
7. Special Assignment – The following full-time instructors to work as Journalism/Student Publications Lab Supervisors, to be paid \$38.77 an hour, not to exceed 8 hours a week for 15 weeks, effective February 21 through June 10, 2005, in accordance with the Agreement, Article X, Section 13(a).  
  
Jolene Combs                      Lori Medigovich
8. Special Assignment – Ms. Susanna Meiers, part-time instructor (1) Art Gallery laboratory and curator, to be paid \$44.33 an hour, not to exceed 24 hours per week for 16 weeks, effective February 12 through June 10, 2005; and (2) Art Gallery curator and curriculum preparations, to be paid \$44.33 per hour, not to exceed 24 hours per week, effective January 17 through February 4 and June 13 through June 17, 2005, in accordance with the Agreement, Article X, Section 9(m).
9. Special Assignment – Mr. Michael Miller, part-time instructor, (1) Art Gallery student lab and installations, to be paid \$44.33 per hour week, for 8 hours a week for 16 weeks, effective February 12 through June 10, 2005; and (2) Art Gallery installations and curriculum preparations, to be paid \$44.33 per hour not to exceed 24 hours a week, effective January 17 through

February 4 and June 13 through June 17, 2005, in accordance with the Agreement, Article X, Section 9(m).

10. Special Assignment – Mr. Russell Serr, full-time instructor of Health Sciences and Athletics, to teach Introduction to Adaptive Physical Education for-credit for the Workplace Learning Resource Center/Mt. Sac nursing contract, effective February 21 through June 10, 2005, to be paid \$51.69 an hour, not to exceed \$3,600 or 70 hours, in accordance with the Agreement, Article X, Section 14(c).
11. Special Assignment – Ms. Rosemary Swade, full-time instructor of Speech, to complete workshops/seminars for CalWORKS/CARE/EOP&S Departments, to be paid \$51.69, not to exceed \$800, effective January 24 through April 30, 2005, in accordance with the Agreement, Article X, Section 14(a).
12. Stipend Assignment – The following full-time coaches to be hired for the Spring 2005 semester, effective January 19, 2005, to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(a):

J. Britton	Badmitton	\$475
S. Calderon	W Softball	\$442
T. Granger	W Swimming	\$475
L. Pattison	M. Volleyball	\$475
D. Lofgren	M & W Track & Field	\$877
C. Stanbury	M & W Swimming	\$877
T. Titus	Golf	\$442
S. Van Kanegan	M & W Tennis	\$877

13. Stipend Assignment – The following part-time/temporary coaches to be hired for the Spring 2005 semester, effective January 19, 2005, to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(e).

T. Bergeron	Baseball	\$442
R. Blount	M Volleyball	\$442
D. Diego	W Track & Field	\$225
R. Berg	Softball	\$442
K. Khughley	M & W Track & Field	\$442
S. Sheil	M & W Track & Field	\$442

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

**Behavioral and Social Sciences**

Austin Gordon, Class V, Step V

Kaoru Oguri, Class V, Step 8

Kell Stone, Class II, Step 4

**January 18, 2005**

**Human Resources – Administrative Services - 2**

**Fine Arts**

Dana Emerson-Lee, Class II, Step 4  
James Russell, Class IV, Step 7

**Mathematics**

Winfred Ferrell, Class II, Step 5

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

**Behavioral & Social Sciences**

Allison Baker

**Fine Arts**

Kristin Chew  
Thomas Kidd

**Health Sciences & Athletics**

Johnette Creary  
Nadia Lopez  
Jayne Petrich

**Natural Sciences**

Andrey Balakin  
Olga Katsuk  
James Osborne

16. Employment – Ms. Laura Gray, part-time/temporary substitute Child Development Center teacher, Class IV, Step A, effective January 18 through June 30, 2005.

**Classified Personnel:**

1. Amend Resignation – Mr. Juan Soto, Custodian, Range 20, Step D, Facilities Planning and Services Division, Administrative Services Area, effective December 31, 2004, instead of January 3, 2005.
2. Amend Personal Leave of Absence - Mr. Albert Romero, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, 25% effective September 27, 2004 through February 8, 2005, and 20% effective February 9 through June 17, 2005.
3. Rescind 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.

4. Amend Employment – Mr. Paul Almandres, Programmer Analyst, Range 46, Step A, Information Technology Services Division, Administrative Services Area, effective January 10, 2005 instead of January 3.
5. Amend Employment – Mr. Claudio Vilchis, Network Support Supervisor, Range 35, Step A, Information Technology Services Division, Administrative Services Area, effective January 7, 2005 instead of January 3.
6. Employment - Ms. Urania Ralph, Senior Clerical Assistant, Range 24, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective February 1, 2005.

**Special Project Temporary Administrator:**

7. Employment– Mr. Alberto Solano, 50% Special Project Temporary Administrator, Teacher Education Program, Behavioral & Social Sciences Division, Academic Affairs Area, Range 5, Step 1, effective January 22 through June 30, 2005.

**Temporary Classified Service Employees:**

8. Ms. Carla Chavarria, Clerical Assistant, Range 22, Step A, Community Advancement Division, Student and Community Advancement Area, effective January 20, 2005.
9. Mr. Matthew W. Mellinger, Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs area to work as need for the 2004-2005 fiscal year.
10. Ms. Urania Ralph, Senior Clerical Assistant, Range 24, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective January 18 through 31, 2005.

**B. TEMPORARY CASUAL EMPLOYMENT:**

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown in items 1-24.

1. Afifi Alawi—Library Media Aide III, \$7.75 per hour, Monday through Friday, 8:00 am to 9:00 pm, effective February 12, 2005 through June 10, 2005, Humanities, Academic Affairs Area, to assist with students in the Writing Center and computer classrooms, District funded.
2. Juanita Bush – Teacher Assistant III, \$7.50 per hour, Monday through Friday, hours vary, effective February 14, 2005 though June 30, 2005, Behavioral and Social Sciences/CDC, Academic Affairs Area, assists teachers in planning, organizing and managing a classroom environment, CDC funded.

3. Mark Cornett—Library Media Aide III, \$7.75 per hour, Monday through Friday, 9:00 am to 12:00 pm, effective January 21, 2005 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to provide assistance in the Top Lab, District and VATEA Grant funded.
4. Lanicesha Dodson—Program Assistant II, \$9.00 per hour, Monday through Friday 7:30 am to 4:00 pm, effective January 19, 2005 through June 30, 2005, Bookstore, Administrative Services Area, Bookstore cashier, sales floor assistant, District funded.
5. Lisa Emerson—Tutor I, \$7.50 per hour, Monday through Friday, 12:00 pm – 2:00 pm, effective January 21, 2005 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, District funded.
6. Roxana Gomez—Live Scan Technician II, \$10.50 per hour, Monday, 1 pm to 8 pm and Friday, 3:00 pm – 7:30 pm, effective February 14, 2005 through June 30, 2005, Campus Police, Administrative Services Area, electronic fingerprinting for staff and clients, VATEA I & T funded.
7. Kenneth Gross – Office Aide I, \$6.75 per hour, days vary, four (4) hours per week, effective February 23, 2005 through June 30, 2005, Fine Arts, Academic Affairs area, assist instructor with opera workshop class, District funded.
8. Melissa Gabon Guerrero – Ticket Clerk, \$9.25 per hour, days and hours to vary. Center for the Arts/Fine Arts Division, Academic Affairs Area, to perform a variety of tasks related to tickets sales and general office procedures, District and VATEA funded.
9. Mehrnaz Kouhkan—Paraprofessional (MESA Facilitator III), \$12.50 per hour, Tuesday and Saturday, 12:00 pm to 6:00 pm, effective February 12, 2005 through June 10, 2005, Math/Natural Science, Academic Affairs Area, to prepare and present worksheets and activities for Academic Excellence Workshops, VATEA I&T funded.
10. Christopher Mamola—Professional II (Public Safety Trainer), \$32.00 per hour, Sunday through Saturday, 8:00 am to 10:00 pm (varies), effective January 19, 2005 through June 30, 2005, Industry and Technology, Academic Affairs Area, provide training, expertise, leadership, professional services, counseling, and supervision of students in the Fire Academy program, District funded.
11. Walter Martinez – Program Assistant I, \$8.00 per hour, Monday through Friday, 8:00 am – 7:00 pm (varies), effective January 19, 2005 through June 30, 2005, Bookstore, Administrative Services Area, sales floor assistance, stocking shelves, District funded.
12. Adrienne Nolan – Teacher’s Assistant IV, \$11.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective February 14, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs area, provides accommodations for students with disabilities in accordance with Title V, District and VATEA funded.



13. Lori Patton – Interpreter III, \$21.75 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective January 20, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs area, provides accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
14. Janice Pea—Teacher Assistant IV, \$11.50 per hour, Monday through Friday, 7:00 am – 11:30 am (varies), effective February 14, 2005 through June 30, 2005, Behavioral and Social Sciences/CDC, Academic Affairs Area, assists teachers in planning, organizing and managing a classroom environment, CDC funded.
15. Mayra Perez – Paraprofessional, \$10.00 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective January 20, 2005 through June 30, 2005, Health Sciences and Athletics/Special Resource Center, Academic Affairs area, provides accommodations for students with disabilities in accordance with Title V, District and VATEA funded.
16. Martha Rojas—Paraprofessional (Tutor), \$10.00 per hour, days and hours to vary, effective January 19, 2005 through June 30, 2005, Community Advancement, Student and Community Advancement Area, to provide math tutoring, program information for the Women in Industry and Technology Program, and assist in general office tasks, VATEA I & T funded.
17. Lisa Sinkford —Program Assistant III, \$10.00 per hour, Monday through Thursday, 9:00 am to 1:00 pm, 3:00 pm to 7:00 pm, effective February 1, 2005 through June 30, 2005, Business Division, Academic Affairs Area, assisting students and faculty, answering phones, and returning phone messages, District funded.
18. Matthew Toda—Police Cadet II, \$8.50 per hour, Monday, Wednesday, Friday, 8:00 am to 5:00 pm (varies), effective January 24, 2005 through June 30, 2005, Campus Police, Administrative Services Area, provide non-hazardous police services to the students, staff, and faculty, District and VATEA funded.
19. Rosa Yadira Velez—Registration Cashier/Clerk II, \$9.50 per hour, Monday through Thursday, 10:00 am to 7:00 pm, effective January 19, 2005 through June 30, 2005, Admissions and Records, Student and Community Advancement Area, work front counter, enter applications, accept completed forms from students, answer telephones, District funded.
20. The following individuals are to work as Ticket Clerk, \$9.25 per hour, days and hours to vary. Center for the Arts/Fine Arts Division, Academic Affairs Area, to perform a variety of tasks related to tickets sales and general office procedures, District and VATEA funded.

Melissa Gabon Guerro

Jennie Vaughn

21. The following individuals are to work as Coaching Assistant (Track & Field), \$16.25 per hour, Monday through Friday, 2:00 pm to 4:00 pm, effective January 19, 2005 through May 15, 2005, Health Sciences and Athletics, Academic Affairs Area, coaching assistant for Men's and Women's Track and Field athletes, District funded.

Michael Grissett

Darryl Guerin

22. The following individuals are to work as Paraprofessional (Classroom Tutor), \$13.00 per hour, Monday through Friday, 7:00 am to 10:15 pm (varies), effective February 12, 2004 through June 10, 2005, Humanities, Academic Affairs Area, under the direction of the classroom instructor the tutor guides students with their written assignments, District funded.

Art Hsieh

Frank Mundo

Sharon Schellenbach

Carl Johnson

Sean Patrick

Michael Schwartz

Christine Johnson

Vanessa Penales

Judy Sunderland

Rufiena Jones

Allison Smith

Leah Weed

Karen Lugo

William Sambolich

23. The following individuals are to work as Paraprofessional (Writing Center Tutors), \$15.00 per hour, Monday through Friday, 8:00 am to 9:00 pm (varies), effective February 12, 2005 through June 10, 2005, Humanities, Academic Affairs Area, working in the Writing Center and Computer Lab assisting students, District funded.

Garner Eastham

Sean Patrick

Allison Smith

Art Hsieh

Vanessa Penales

Susan Wade

Karen Lugo

Kim Runkle

Mark Walsh

Frank Mundo

Beth Shibata

Leah Weed

24. The following individuals are to work as Office Aide I, \$6.75 per hour, Monday through Friday, 8:00 am – 9:00 pm (varies), effective February 12, 2005 through June 10, 2005, Humanities, Academic Affairs Area, to screen all students for appropriate services and assist them in acquiring the service, District funded.

Moises Aglipay

Karen Kelly-Balentine

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

It is recommended that the Board approve the revision of classification specifications for the Vice President of Administrative Services as shown on pages 9-12.

**January 18, 2005**

**Human Resources – Administrative Services - 7**

**D. 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.

Natalia Groca  
Ann Marie Jones  
Jesus Magana  
Madeline Morandini  
Kathleen Underwood

## **EL CAMINO COMMUNITY COLLEGE**

### **CLASS TITLE: VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent/President, provide overall leadership in planning, directing and evaluating the operational activities of the District including fiscal services, human resources, safety, worker's compensation, risk management, construction and remodeling, legal matters, information systems, maintenance of inventory, insurance and investment programs, internal and external auditing, campus police, bookstore, contract maintenance and grounds, purchasing, contracts and risk management, operations and other assigned activities, programs and functions; supervise the administration of various District budgets; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

Provide overall leadership in planning, directing and evaluating the administrative activities of the District including fiscal services, human resources, construction and remodeling, legal matters, information services, maintenance of inventory, insurance and investment programs, internal and external auditing, campus police, bookstore, food services, maintenance and grounds, purchasing, operations and other assigned activities, programs and functions.

Develop the annual estimates of income and expenditures for various District programs; make recommendations to the Superintendent/President regarding total estimated expenditures to assure compliance with projected income for the same period.

Assist with the District planning process to link with the annual budget.

Direct the administration of various District budgets; develop the District's budget procedures; coordinate the development of the District's annual budget for expenditures with other Vice Presidents; approve spending requests, execute budgetary documents as authorized by the Board, maintain related records for transactions effecting various budgets, and assure the District maintains a balanced budget within authorized spending programs.

Provide for proper direction to the District's Human Resources program including safety and health, worker's compensation and staff development; review and approve plans and policies; participate in grievances, disciplinary meetings, legal matters and other activities.

Direct the business services operations of the District including finance, budgeting and purchasing; provide for proper internal controls and management of District funds.

## **Vice President of Administrative Services**

### **Page 2**

Direct the purchase of various goods and services for the District; oversee administration of contracts with outside vendors; oversee the bidding and procurement procedures for goods and services; execute contract documents as authorized by the Board.

Coordinate and supervise construction and remodeling projects; make recommendations and approve plans and specifications for construction and remodeling projects; provide for proper supervision of architects and engineers employed to perform tasks for the District; work with appropriate State agencies to assure approval of various construction and remodeling projects; complete annual and long-term construction and facilities plans.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent; assure compliance with District, State and federal affirmative action regulations; approve goals and performance objectives for Administrative Services Department personnel.

Coordinate and supervise legal matters of the District; make recommendations to the Superintendent/President regarding employment of outside legal consultants; represent the District with legal counsel in various legal actions for and against the District; process claims filed against the District; provide supervision and legal counsel in disputes arising from the administration of contracts; request legal opinions from County Counsel as needed.

Supervise the maintenance of inventory of District property; manage an inventory system in accordance with the Education Code; manage a program for removal from inventory of surplus District property.

Oversee the collection and receipt of District income; direct a program to assure District income is collected and receipted in a manner acceptable to the District, County, State and federal auditors.

Provide for proper management of the District's investment program; assure funds not needed for current operation are invested to the fullest extent in accordance with County, State and federal requirements.

Provide for proper management and control of the District's insurance program; analyze, review and purchase insurance to assure the District, Board and employees are adequately protected and covered for contingencies associated with operation of a community college; maintain insurable value records of District properties; recommend the employment of brokers as appropriate; supervise self-insurance programs of the District.

## **Vice President of Administrative Services**

### **Page 3**

Supervise the internal auditing of the District; oversee the operations of Auxiliary Services; assure postal regulations are observed and purchasing is performed according to established District, State and federal requirements and within budget parameters, and assure the Bookstore is operated in a profitable manner.

Direct the operations of the Campus Police; assure compliance with applicable State laws and regulations; participate on related committees.

Oversee the food services contract; provide for proper oversight of operations and review of contractual relationship.

Oversee the District's external auditing program; recommend the employment of external auditors; assure program complies with related regulations; provide copies of audit reports to appropriate parties; assure corrections required in an audit are performed in a timely manner.

Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Administrative Services board agenda and supporting materials for Superintendent/President; recommend new policies or amendments to existing policy to the Superintendent/President; provide information and data as requested.

Assure proper administration of El Camino Classified Employees (ECCE) and Police Officers Association agreements; understand and interpret agreements to staff; recommend changes in agreements as needed.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization and direction of the Administrative Services Department.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, Education codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Generally accepted accounting principles.

#### **ABILITY TO:**

Provide overall leadership in planning, directing and evaluating the administrative activities of the District.

## **Vice President of Administrative Services**

### **Page 4**

Supervise the administration of various District budgets.  
Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in business administration or related field and ten (10) years of increasingly responsible experience at the senior management level in the administration of administrative services divisions with emphasis in finance and budget; OR

Master's degree in business administration or related field and five (5) years of increasingly responsible experience at the senior management level in the administration of administrative services divisions with emphasis in finance and budget.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office environment.  
Attend multiple meetings.  
Extended periods of sitting.

##### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials.

Classified Management

Revised and Board Approved: January 18, 2005

---

---

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

---

---

A. Absence of Board Members

Page 1



A. Absence of Board Members

It is recommended that the Board excuse Trustee Robert C. Haag from the December 20, 2004 Board Meeting with no loss of salary, due to illness.

It is recommended that the Board excuse Trustee Mary L. Combs from the December 20, 2004 Board Meeting with no loss of salary, due to an illness—care for a family member.

## Committee of the Whole I

A. 2005 Board of Trustee Goals

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Board of Trustees' remarks are publicly presented and members of the Board may discuss, amend or delete goals for the forthcoming year. 2003-04 goals are attached.

B. Board Evaluation

Previous Board discussion focused on Board goals and the subsequent evaluation of those goals. The El Camino Community College District Board of Trustees Self-Evaluation questionnaire used for the past ten years is attached.

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

**A. 2003-2004 Board of Trustee Goals and Evaluation**

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

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

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

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

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

## Committee of the Whole II

### A. Board Vacancy

President of the El Camino Community College District Board of Trustees, Dr. Robert Haag, has died, vacating Board seat for the Board of Trustees Area 5 representing the Torrance High School District.

The El Camino Community College District Board of Trustees may order an election or make an appointment. The most recent memo from the County Office of Education Directive Information Bulletin is attached. As time is of the essence, the Board of Trustees should discuss the process for filling the seat for Trustee Area 5.