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Board of Trustees
El Camino Community College District
Agenda, Tuesday, February 22, 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 January 18, 2005 and the Special Board Meeting of February 7, 2005**
- III. Presentation – El Camino College Citizens' Bond Oversight Committee**
 - A. Public Comment
 - B. Acceptance of the El Camino College Citizens' Oversight Committee Annual Report
- IV. Public Hearings – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
 - See Academic Affairs Agenda, Page 1*
 - Student and Community Advancement
 - See Student & Community Advancement Agenda, Pages 1-2*
 - Administrative Services
 - See Administrative Services Agenda, Pages 1-16*
 - See Measure "E" Bond Fund Agenda, Pages 1-12*
 - See Human Resources Agenda, Pages 1-18*
 - Superintendent/President
 - See Superintendent/President Agenda, Page 1*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- VIII. Closed Session**
 - A. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matter
 - 1 case

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

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A. Instructional Field Trip – Spring 2005	1
B. International Education/Study Abroad Program – Summer 2005.....	1
C. Sabbatical Leaves of Absence – 2005/2006.....	1

A. INSTRUCTIONAL FIELD TRIP – SPRING 2005

It is recommended that the Board approve the following instructional field trip for Spring 2005:

April 28 – May 1, 2005 – Professor Matthew Ebner – Geography 20ABCD Class, estimated students 25, Yosemite National Park – depart 7:00 a.m. (4/28), return 7:00 p.m. (5/1) – Van transportation.

B. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – SUMMER 2005

It is recommended that the Board approve the International Education/Study Abroad program in New Zealand and on-site director for Summer 2005. The agency will be Journeys of Discovery, 4025 Camino del Rio South, Suite 200, San Diego, CA 92108. The contact person is Jim Froggatt.

On-Site Program Director: Professor Matthew Ebner. His duties as on-site director will include but not be limited to teaching two courses (Geography 1 -- Physical Geography, and Geography 6 -- Physical Geography Lab), advising students, interacting with New Zealand travel representatives, and administering the program in New Zealand. Inclusive dates:
June 11, 2005 – July 4, 2005.

C. SABBATICAL LEAVES OF ABSENCE – 2005/2006

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2005/2006:

1. Traditional Sabbatical

Connie Fitzsimons	Fall 2005
Joseph Hyman	Spring 2006
Nitza Llado	Fall 2005
Stephen Vincent Lloyd	Spring 2006
Takiko Morimoto	Fall 2005
David Shan	Spring 2006
Adrienne Sharp	Spring 2006

2. Half-Pay Sabbatical

David Blair Gibson	Fall 2005
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Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
Patricia F. Caldwell, Ph.D., Vice President

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A. STUDENT FIELD TRIP

It is recommended that the Board approve the following student field trips sponsored by Project Success, EOP&S/CalWORKS, Transfer Center, and the El Camino College Language Academy. The purposes of the trips are to visit UC campuses, obtain transfer information and cultural enrichment. Additional staff needed for the Transfer Center field trip: René Lozano and Dianne Martinez. Additional staff needed for the Walt Disney Concert Hall Trip: Trish Bonacic, Margarita Gonzalez, Lorena Perez, and Nancy Rangel.

February 23, 2005 – Cece Fuentes – Walt Disney Concert Hall, Los Angeles, California. Estimated students 40. Depart 6:30pm; return 10:00pm. Transportation by bus.

March 2, 2005 – Destyn LaPorte – Paramount Studios Tour, Los Angeles, California. Estimated students 20. Depart 12 noon; return 3:00pm. Transportation by bus.

March 4, 2005 – Sue Oda-Omori – University of California at Riverside, Riverside, California. Estimated students 10. Depart 7:30am; return 5:00pm. Transportation by van.

March 22, 2005 – Sue Oda-Omori – California Arts, Valencia, California. Estimated students 10. Depart 12 noon; return 4:30pm. Transportation by van.

March 23, 2005 – Sue Oda-Omori – Otis, Los Angeles, California. Estimated students 10. Depart 8:30am; return 12:30pm. Transportation by van.

March 25, 2005 – Sue Oda-Omori – Art Center, Pasadena, California. Estimated students 10. Depart 12 noon; return 4:30pm. Transportation by van.

March 25, 2005 – E. Elaine Moore – California State University at Dominguez Hills, Carson, California. Estimated students 10. Depart 8:00am; return 12:30pm. Transportation by bus.

March 29, 2005 – Sue Oda-Omori – Laguna Art School, Laguna, California. Estimated students 10. Depart 8:30am; return 2:00pm. Transportation by van.

B. FORENSICS TEAM TOURNAMENTS

It is recommended that the Board approve the following forensics tournaments scheduled for spring 2005. Expenses to be paid from District and Auxiliary Services funds.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost*</u>
February 5-6	Sunset Cliffs	San Diego	\$ 2,000
February 18-19	Tabor-Vetinsky Invite	Cerritos	\$ 1,200
February 25-27	PSCFA Spring Champs	Pasadena	\$ 800
March 10-13	CCCFA State Champs	San Diego	\$ 4,000
April 10-16	Phi Rho Pi Nationals	Philadelphia, PA	\$15,000

*Cost not to exceed

C. STUDENT CONFERENCE

It is recommended that the Board approve the following students to attend the Journalism Association of Community Colleges State Conference in Sacramento, California, April 7-10, 2005. Expenses in the amount of \$6,080 to cover the delegate registration, airfare, and lodging will be from the Auxiliary Services Journalism Conference Account. The remainder of expenses in the amount of \$1600 will be paid the students at \$100 each. Advisors: Jolene Combs, Lori Medigovich, Kate McLaughlin, and Don Treat.

Ronda Ayers, Juliana Cheng, Mary Chou, Aaron Dobruck, Kristine Fetalco
Noraly Hernandez, Lindsey Kamrath, Anna Mavromati, Evan Ortega
Michele Polendy, Ramiro Rodriguez, Katrina Romero, Robert Sanchez
Stella Sutphin, Cristian Vasquez

D. ASSOCIATED STUDENTS ORGANIZATION WINTER RETREAT

It is recommended that the Board ratify attendance of the following students from Associated Students Government at the Associated Students Organization Winter Retreat, February 10-12, 2005 at Big Rock Creek Camp, Valyermo, California. Expenses in the amount of \$3,698 will be paid from the Student Representation Fee to cover the cost of lodging, meals, and transportation. Advisor, Harold Tyler.

Nebila Abdulmelik, Mabel Acosta, Kris Bachmann, Wala Budri, Robin Daniels Paola Garcia,
Philip Gomez, Jody Holbert, Jana Lampkins, Kelvin Lee
Sarah Lomiga, Bryce Matson, Cindy Pineda, Alanna Rhodes, Melissa Smith
John Villasenor, Bill Wilson, Ana Banuelos

E. COMMUNITY EDUCATION – SPRING 2005

It is recommended that the Board approve the change in instructor for the following Community Education course for Spring 2005. Instructor to be paid as follows: 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.

<u>Name of Course</u>	<u>Instructor</u>	
Spanish Beginning 1	Celina Shimko	Jerry de los Rios
Spanish Beginning 2	Celina Shimko	Jerry de los Rios

F. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Destyn LaPorte to attend the Study Abroad Fair 2005 in Seoul, Korea, March 22, 2005 through March 28, 2005. The purpose of the trip will include attendance at the Fair (in Seoul, Korea only), and meetings with Korean educational agents that have been sending students to the El Camino College Language Academy for the last two years at El Camino College. Expenses in the amount of \$5,400 will be paid from the El Camino College Language Academy Conference Account.

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

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H. Purchase Orders	7

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

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

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

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

The report for December 31, 2004, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2004-05
Quarter Ended (Q) December 31, 2004**

<u>General Fund</u>	<u>2004-05 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 2,469,968	\$ 682,101	27.62%
State	56,353,743	33,575,986	59.58%
Local	42,280,713	17,461,756	41.30%
Interfund Transfers	<u>578,378</u>	<u>178,969</u>	30.94%
Total Income	\$101,682,802	\$51,898,812	
APPROPRIATIONS			
Academic Salaries	\$ 40,896,574	\$16,378,006	40.04%
Classified Salaries	26,815,592	10,842,583	40.43%
Staff Benefits	18,678,683	11,700,193	62.64%
Supplies/Books	2,991,328	1,002,585	33.52%
Other Operating Expenses	10,309,212	4,704,297	45.73%
Capital Outlay	1,438,400	715,786	49.76%
Other Outgo	<u>3,126,815</u>	<u>2,145,794</u>	68.63%
Total Appropriations	\$104,256,604	\$47,489,244	

B. RENEWAL OF AUDITOR CONTRACT

It is recommended that the contract entered into for fiscal year 2003-04 with the audit firm of Vavrinek, Trine & Day be renewed for the period of July 1, 2005, through June 30, 2006, per the Agreement stating the option to renew annually, at a mutually negotiated rate, for four (4) additional one-year periods, not to exceed a total of five (5) years. The total cost for the 2003-2004 audit was \$42,100. The cost for the 2004–2005 year will not exceed \$43,500, exclusive of mileage. It is recommended that ECC contract with the firm for other related services during the year for a total authorization not to exceed \$72,000, exclusive of mileage.

C. HEALTH SERVICES FEES

In an effort to help offset some of the deficit in the Health Center budget, it is recommended that the Board approve an increase in health services fees from \$10 to \$13, effective Fall 2005.

D. CLASS SCHEDULE FEE

It is recommended that the Board adopt the recommendation to charge the fee of \$1 for the El Camino College Class Schedule beginning Fall 2005. Class Schedules will be sold in the Campus Bookstore. Students will still be afforded the privilege of obtaining the Schedule on-line. Class Schedules used for recruitment purposes will still be made available free of charge.

E. 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 agreement with the following contractor and that the Vice President - Administrative Services, or his designee, be authorized to execute the necessary documents.

South Bay Center for Counseling – The El Camino College Workplace Learning Resource Center (WpLRC) will provide job training activities/services for Basic Computer and STCW (Standards for Training Certification and Watch Keeping). Dates of Service: January 1, 2005 – June 30, 2005. Total Contract: Projected Income = \$78,000; Projected Expenses \$8,100; Projected Net \$69,900. STCW: Projected Income = \$26,100, Projected Expenses = \$0; Projected Net = \$26,100. Basic Computer: Projected Income = \$1,900; Projected Expenses = \$(8,100); Projected Net = \$43,800. 12-55130-00-701000-6464.

F. AMENDMENT

Hammel, Green & Abrahamson, Inc.: Replace the underground hot water heater mains from the Natural Science Building to the Humanities Building. Cost \$137,850. Board approved 2/19/02. Amend contract date as shown: 1/1/02 – ~~12/31/04~~ 05/31/05. Account numbers 41-55130-71000-9042; 41-55130-71000-9504.

G. PUBLIC WORKS PROJECT SCIENCE COMPLEX – CHANGE ORDERS

It is recommended that the contracts of the prime trade contractors listed below be changed by the amounts indicated due to the requested change orders. This is a final listing of requested change orders for this project.

ADD, CHANGE

John Jory	\$ 1,890.00
Bickerton Iron	\$10,480.00
Circulating Air	\$12,249.00
Conrod	\$ 6,326.00
DK Mechanical	\$19,485.00
Dynalectric	\$ 1,198.00
Environmental Acoustics	\$ 2,719.00
GD Heil	\$ 9,603.00
Qualco	\$32,320.00

DEDUCTIVE, CHANGE

ISEC	<-\$ 829.00>
Advantage Painting	<-\$ 2,682.00>
Angeles Contractors	<-\$ 805.00>
Best Roofing	<-\$ 521.00>
MNZ Janitorial	<-\$ 2,068.00>
Pacific Flooring	<-\$ 4,532.00>
Padua Glass	<-\$10,188.00>
Pierre Sprinkler	<-\$ 2,127.00>

TOTAL ALL CHANGES \$ 71,605.00.00

CREDITS

- Credit for not demolishing Natural Science boiler
Circulating Air <\$ 1,645.00> <\$1,645.00>
- Back charges to concrete contractors for various construction errors.
Conrod <-\$2,178.00> <-\$2,178.00>
- Contract close out credits for unused allowances <- 83,214.00>
 - MNZ Janitorial* (\$ 2,068.00)
 - GD Heil* (\$ 320.00)
 - Pierre Sprinkler* (\$ 3,888.00)
 - Conrod* (\$13,809.00)
 - Bickerton Iron* (\$ 8,880.00)

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<i>Best Roofing</i>	(\$ 1,320.00)
<i>Padua Glass</i>	(\$10,188.00)
<i>John Jory</i>	(\$ 5,212.00)
<i>Environmental Acoustics</i>	(\$ 2,346.00)
<i>Pacific Flooring</i>	(\$ 4,532.00)
<i>Angeles Contractors</i>	(\$ 2,245.00)
<i>Advantage Painting</i>	(\$ 2,682.00)
<i>ISEC</i>	(\$ 829.00)
<i>Qualco</i>	(\$ 6,443.00)
<i>DK Mechanical</i>	(\$ 2,467.00)
<i>Circulating Air</i>	(\$ 8,464.00)
<i>Dynalectric</i>	(\$ 7,521.00)

4. Credit for deletion of clerestory windows <\$ 3,238.00>
Jon Jory <\$ 3,238.00>

DISTRICT REQUESTED CHANGES

5. Put fire shutters in Chemistry on emergency power to prevent shutters from closing on somebody during power outages. \$ 3,096.00
Dynalectric \$ 3,096.00
6. Plaster patching in Nat Sci basement for removed equipment \$ 3,170.00
John Jory \$ 3,170.00
7. Cover areas where old handrails were removed with reflectors and sealer \$ 1,982.00
Conrod \$ 1,982.00
8. Misc. concrete work (filling, patching and new concrete) to repair existing areas which have ponding, cracking, depressions, etc. \$ 5,269.00
Conrod \$ 5,269.00
9. Plaster patching in basement walls after Asbestos blackboards were removed \$ 1,864.00
John Jory \$ 1,864.00

UNFORSEEN CONDITIONS

10. Additional drain for glass washer per manufacturer's requirement \$ 1,399.00
DK Mechanical \$ 1,399.00
11. Re-route underground telecom conduit eliminated at column seismic retrofit \$3,961.00
Dynalectric \$3,961.00
12. Fix / modify existing exterior louver eliminated by new ADA ramp \$2,104.00
Conrod \$ 620.00
Angeles Contractors \$ 805.00
John Jory \$ 679.00

13. Revise courtyard landscaping to accommodate buried high voltage lines		
<i>Pierre Sprinkler</i>	\$ 1,761.00	\$ 1,761.00
14. Concrete remediation in pump room due to severe deterioration as noted by DSA field engineer.		\$ 4,289.00
<i>Bickerton Iron</i>	\$ 3,778.00	
<i>Conrod</i>	\$ 511.00	
15. Concrete floor infill for holes created by the demolition of existing utilities and shafts		
<i>Conrod</i>	\$ 825.00	\$ 2,134.00
<i>John Jory</i>	\$ 1,309.00	
16. Added landing floor drain to remove standing rain water at 2 nd floor west entry		
<i>DK Mechanical</i>	\$ 2,192.00	\$ 2,192.00
17. Rework handicap ramp/sidewalk at Parking Lot B, adjust grades to comply with current ADA codes. <i>Conrod</i>		
	\$ 6,557.002	\$ 6,557.00
18. Make modifications to Natural Science Penthouse electrical room to maintain proper code required clearances in front of electrical gear (insulate duct & build riser)		\$4,750.00
<i>John Jory</i>	\$ 788.00	
<i>Bickerton Iron</i>	\$ 3,962.00	
19. Relocate existing waste vents in N221 & N223 to interior of new walls		
<i>DK Mechanical</i>	\$ 1,402.00	\$ 1,402.00
20. Additional demolition at various locations to remove concealed concrete and existing mechanical equipment for roof repairs.		\$ 9,027.00
<i>GD Heil</i>	\$ 9,027.00	
<u>DIRECTION OF GOVERNMENT AGENCY</u>		
21. DSA required fire sprinkler design modifications additional work		
<i>Qualco</i>	\$ 38,763.00	\$43,982.00
<i>Environmental Acoustics</i>	\$ 4,323.00	
<i>GD Heil</i>	\$ 896.00	
22. Replace Natural Science roof drainage system due to column seismic retrofit and avoid running drain lines through casework.		\$14,725.00
<i>DK Mechanical</i>	\$14,725	
23. Guardrail at west side of courtyard for fall protection		
<i>Bickerton Iron</i>	\$ 5,744.00	\$ 5,744.00
24. Modifications to approved ADA ramp at Nat. Sci. as a result of code interpretation and specifications		\$ 12,425.00

Conrod \$ 6,549.00
Bickerton Iron \$ 5,876.00

REIMBURSEMENT OF THE COST OF THE FOLLOWING CHANGE ORDERS WILL BE REQUESTED FROM THE ARCHITECT OF RECORD, AS THE ITEMS WERE OMITTED OR INCORRECTLY SPECIFIED IN THE CONSTRUCTION DRAWINGS.

25. Relocate Fume Hood to new exhaust location and fabricate from stainless steel, specifications called out incorrect procedure according to code \$ 12,888.00
Circulating Air \$10,200.00
Best Roofing \$ 521.00
John Jory \$ 1,425.00
Environmental Acoustics \$ 742.00
26. Added smoke/fire dampers left off approved documents \$ 2,767.00
Dynalectric \$ 1,662.00
John Jory \$ 1,105.00
27. Added HVAC flow stations to help stabilize exhaust system (system would not balance)
Circulating Air \$ 12,158.00 \$ 12,158.00
28. Add roof drains to Biology West addition (required but not shown on contract documents).
DK Mechanical \$ 2,234.00 \$ 2,234.00

SCIENCE COMPLEX RENOVATION PROJECT

The following table reports the budget status through December 31, 2004, for the Science Complex Renovation Project.

	Budget	Expended	Balance
STATE FUNDING			
Design & Plan Review	1,031,000	1,031,000	0
Relocation	0	0	0
Hazardous Material Abatement	357,190	321,018	36,172
Construction	14,414,088	13,027,609	1,386,479
Construction Administration	443,000	403,993	39,007
Contingency	884,000	884,000	0
Equipment	0	0	0
	17,129,278	15,667,620	1,461,658
BOND FUNDING			
Design & Plan Review	500,638	403,771	96,867
Relocation	1,527,187	1,468,119	59,068
Hazardous Material Abatement	0	0	0
Construction	3,494,438	2,060,537	1,433,901
Construction Administration	76,475	0	76,475
Contingency	0	0	0
Equipment	1,133,000	317,146	815,854
	6,731,738	4,249,573	2,482,165

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H. PURCHASE ORDERS

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

Run Date
2/7/2005

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 2-22-2005

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
P0071579	Harcourt Assessment	DSPS	Instructional Supplies	\$364.42
P0071580	Riverside Publishing	DSPS	Instructional Supplies	\$202.00
P0071582	Thomas Niland	SBA 1/1/04 to 12/31	Transportation/ Mileage	\$153.36
P0071583	Sky Publishing Corporation	Astronomy	Instructional Supplies	\$32.27
P0071584	Sax Arts and Crafts	Art Department	Instructional Supplies	\$318.53
P0071585	America's Trophy Company	Humanities	Non-Instructional Supplies	\$140.91
P0071586	Riverside Publishing	DSPS	Instructional Supplies	\$311.78
P0071587	North Los Angeles County SBDC	SBDC T&C Contract C0	Multi Media Advertising	\$6,653.56
P0071588	Brodart Co	Music Library	Instructional Supplies	\$156.53
P0071589	Western Arts Alliance	Division Office Fine	Dues And Memberships	\$375.00
P0071590	All Media Outlet Corp.	Fine Arts	New Equipment – Instruc.	\$929.97
P0071591	Phyllis S. Fowler	Fine Arts	Non-Instructional Supplies	\$200.00
P0071592	Custom Trophy	Fine Arts	Non-Instructional Supplies	\$140.73
P0071593	Rosemary Swade	Fine Arts	Non-Instructional Supplies	\$78.29
P0071594	Susanna Meiers	Fine Arts	Non-Instructional Supplies	\$209.59
P0071595	Modern Biology, Inc.	Life Sciences	Instructional Supplies	\$105.02
P0071598	South Coast Air Quality Management	Hazmat Disposal	Other Services And Expense	\$4,690.77
P0071599	Quality Business Machines	Purchasing and Busin	Repairs Noninstructional	\$267.76
P0071600	California Community Economic Dev	Community Advancement	Dues And Memberships	\$75.00
P0071601	ASTD	Community Advancement	Dues And Memberships	\$180.00
P0071602	American Express Travel	Community Advancement	Transportation/ Mileage	\$134.40
P0071603	Society for Human Resource Manage	Community Advancement	Dues And Memberships	\$145.00
P0071604	Grainger	Purchasing and Busin	Insurance	\$41.14
P0071605	Teg Lvi	Facilities/Planning/	Repairs Noninstructional	\$3,000.00
P0071606	Academy Flooring Systems	Facilities/Planning/	Repairs Noninstructional	\$712.50
P0071607	Victory Display	Division Office BSSC	New Equipment – Instruc.	\$1,225.43
P0071608	Culver Newlin Inc.	Division Office BSSC	New Equipment – Instruc.	\$16,562.25
P0071609	Seat Company	Division Office BSSC	New Equipment – Instruc.	\$1,404.93
P0071610	Ward's Natural Science Establish	Division Office BSSC	New Equipment – Instruc.	\$1,892.00
P0071611	American Express Travel	Presidents Office	Conferences Mgmt	\$145.09
P0071612	Boise Cascade	English	Instructional Supplies	\$930.83

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P0071613	PC Club	CADD	Instructional Supplies	\$728.34
P0071614	Digital Combustion Inc.	P4E INGLEWOOD FIRE	Instructional Supplies	\$648.42
P0071615	Perry Hacking	ATE-Articulation Par	Non-Instructional Supplies	\$33.77
P0071616	Cal Osha Reporter	Liability S.I. Risk	Assessment and Penalty	\$280.00
P0071617	Red Apple Morley, Llc	CDC Donations	Non-Instructional Supplies	\$2,918.60
P0071618	LRP Publications	Counseling Office	Publications/ Periodicals	\$34.45
P0071619	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$286.22
P0071620	LRP Publications	Counseling Office	Publications/ Periodicals	\$198.00
P0071621	Nasfaa	Administration	Travel And Conference Exp	\$450.00
P0071622	CCS Presentation Systems, Inc.	Community Advancement	New Equip-Instr. \$5k I	\$544.61
P0071623	Boise Cascade	Community Advancement	New Equip-Instr. \$5k I	\$705.95
P0071625	Sehi Computer Products, Inc.	Community Advancement	Instr.Comp Equip	\$1,757.45
P0071626	Dreammaker Publishing	SARS Implementation	Conferences Mgmt	\$1,200.00
P0071627	William E. Doyle	Fine Arts	Non-Instructional Supplies	\$1,023.72
P0071628	Pacific Coachways	VTEA Title II Tech	Transportation	\$285.00
P0071629	Scantron Corporation	Administrative Of Ju	Instructional Supplies	\$57.63
P0071630	KHL Engineered Packaging Solution	Copy Center	Instructional Supplies	\$611.08
P0071631	Xerox Corporation	Copy Center	Instructional Supplies	\$5,387.61
P0071632	Pacific Coachways	Health Sciences	Fundraising	\$1,800.00
P0071633	John D. Koze	CalWORKs	Contract Services	\$400.00
P0071634	Delphin Computer Supply	Admissions/Records	Non-Instructional Supplies	\$140.73
P0071635	Memorial Pathology Medical Group	Health, Safety	HOSPITAL & MEDICAL PAYMEN	\$39.00
P0071636	Mass Press	Job Placement	Non-Instructional Supplies	\$34.64
P0071637	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$139.80
P0071638	New York Food	SBDC CITD	Non-Instructional Supplies	\$168.06
P0071639	Boise Cascade	Human Resources	Non-Instructional Supplies	\$46.11
P0071640	Pacific Coast Office Products	CCAccessMeansParent	New Equipment – Noninstruc.	\$471.69
P0071641	Boise Cascade	CCAccessMeansParent	New Equipment – Noninstruc.	\$1,409.59
P0071642	GSTE Systems Design	Facilities/Planning	Repairs Noninstructional	\$99.00
P0071643	Sun Mountain	Health Sciences	Non-Instructional Supplies	\$517.13
P0071644	Lexipol Llc	Parking-Student Perm	Self Insurance Legal Fees	\$1,950.00
P0071645	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$166.71
P0071646	American Express Travel	SBDC CITD	Transportation/ Mileage	\$145.09
P0071647	Delphin Computer Supply	Fine Arts	New Equipment – Instruc.	\$854.09
P0071648	Delphin Computer Supply	Fine Arts	New Equipment – Instruc.	\$32.60
P0071649	Crucial Technology	Staff Development	Non-Instructional Supplies	\$1,845.55
P0071650	Fortune	Presidents Office	Publications/ Periodicals	\$65.00
P0071651	Website ASP Inc.	Staff Development	Conferences Mgmt	\$372.00
P0071652	Delphin Computer Supply	Fine Arts	New Equipment – Instruc.	\$254.39
P0071653	Delphin Computer Supply	Fine Arts	New Equipment – Instruc.	\$2,329.54
P0071655	Rockler Woodworking & Hardware	Art Department	Instructional Supplies	\$113.99
P0071657	Sportime	Fine Arts	New Equipment – Instruc.	\$1,260.69
P0071658	Safety Meeting Outlines, Inc.	Facilities/Planning/	Non-Instructional Supplies	\$67.00
P0071660	Judy Kasabian	ATE-Articulation Par	Instructional Supplies	\$914.42

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P0071661	Pacific Radio Electronics	Information Technolo	Maintenance Contracts	\$113.92
P0071662	Graybar Electric	Telecommunications	Non-Instructional Supplies	\$1,060.71
P0071663	United States Student Association	Student Affairs	ASB Exp.	\$370.00
P0071664	International Sculpture Center	Division Office Fine	Dues And Memberships	\$170.00
P0071665	Lucks Music Library	Music	Instructional Supplies	\$324.31
P0071666	Jw Pepper of Los Angeles	Music	Instructional Supplies	\$73.46
P0071667	Intelcom	Instructional Televi	Other Services And Expense	\$1,496.00
P0071668	CASBO	Human Resources	Dues And Memberships	\$350.00
P0071669	American Express Travel	Human Resources	Other Services And Expense	\$144.89
P0071670	Dell Computer Corp Educational	Information Technolo	Maintenance Contracts	\$930.95
P0071671	Culver Newlin Inc.	V.P. Academic Affairs	New Equipment – Noninstruc.	\$233.82
P0071672	Vizual Symphony, Inc.	Division Office NSci	Non-Instructional Supplies	\$1,034.75
P0071673	VWR Scientific	Chemistry	Instructional Supplies	\$1,386.04
P0071675	David L. Miller	Administrative Serv.	Non-Instructional Supplies	\$49.74
P0071676	Therese Mascardo	DSPTS	Contract Services	\$100.00
P0071678	Platinum Micro, Inc.	VATEA I&T	Instructional Supplies	\$5,160.71
P0071679	4 U Technology	VATEA I&T	Instructional Supplies	\$5,077.55
P0071680	Centrix International	VATEA I&T	Instructional Supplies	\$1,842.68
P0071681	Nicole Lobato	DSPTS	Contract Services	\$100.00
P0071682	Meredith Chattman	DSPTS	Contract Services	\$100.00
P0071684	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$2,714.60
P0071685	Sargent-Welch Scientific	Chemistry	Instructional Supplies	\$799.51
P0071686	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$1,510.32
P0071687	Rotary Club of Hawthorne	Presidents Office	Dues And Memberships	\$415.00
P0071688	Play It Again Sports	Physical Education	New Equipment – Instruc.	\$1,662.72
P0071689	Pacific Coachways	Health Sciences	Fundraising	\$6,000.00
P0071690	Domain Registry of America	WPLRC Technical Inst	Multi Media Advertising	\$40.00
P0071692	J.W. Marriott Hotel	Presidents Office	Conferences Mgmt	\$510.68
P0071693	J.W. Marriott Hotel	Presidents Office	Conferences Mgmt	\$510.68
P0071694	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$3,869.33
P0071695	S & B Food Services Catering Serv	Administrative Serv.	Non-Instructional Supplies	\$114.64
P0071696	Performance Pipeline Technology	Facilities/Planning	Repairs Noninstructional	\$600.00
P0071697	Impact Publications	Job Placement	Non-Instructional Supplies	\$785.78
P0071698	Quality Business Machines	Fiscal Services	Repairs Noninstructional	\$45.00
P0071699	Amazon.Com Corporate Credit	Center for Internat	Non-Instructional Supplies	\$66.89
P0071700	Hitt Marking Devices	Job Placement	Non-Instructional Supplies	\$68.97
P0071701	Applecore Uniforms	Radiologic Tech Dona	Non-Instructional Supplies	\$447.62
P0071702	Applecore Uniforms	Radiologic Tech Dona	Non-Instructional Supplies	\$339.91
P0071703	Kwikfile	Division Office NSci	Non-Instructional Supplies	\$74.22
P0071704	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$260.25
P0071705	Information Today, Inc.	Instructional Service	Library Books	\$305.95
P0071706	Cerritos College Phi Rho Pi	Title V-Activity 1	Conferences Mgmt	\$500.00
P0071707	Archie Ivy, Inc.	Electrical / Mechanic	Repairs Noninstructional	\$611.61
P0071708	Archie Ivy, Inc.	Electrical / Mechanic	Repairs Noninstructional	\$5,181.93

P0071709	Computerland	Public Information	Non-Instructional Supplies	\$597.39
P0071710	Christopher Gray Post Production	Public Information	Multi Media Advertising	\$108.94
P0071711	CPA California Placement Associat	CalWORKs	Conferences Other	\$125.00
P0071712	Environmental Recovery Services	Hazmat	Waste Disposal	\$5,285.00
P0071713	The Serenus Press	Division Office BSSC	Instructional Supplies	\$100.51
P0071714	Career Communications	Job Placement	Non-Instructional Supplies	\$615.94
P0071715	Culver Newlin Inc.	Division Office BSSC	New Equipment – Instruc.	\$16,562.25
P0071716	Logisoft Logisoft	Public Information	Non-Instructional Supplies	\$884.75
P0071717	Redondo Beach Rotary Club	Public Information	Dues And Memberships	\$150.00
P0071718	Redondo Beach Rotary Club	Public Information	Conferences Mgmt	\$402.00
P0071719	S.R.A. Division of Mcgraw Hill	T.I. Cul Arts - Yr.	Other Books	\$508.12
P0071720	S & B Food Services Catering Serv	MESA Program	Contract Services	\$388.24
P0071721	Hilton Crystal City	Student Affairs	ASB Exp.	\$551.79
P0071722	William J. Georges	Fine Arts	Non-Instructional Supplies	\$600.00
P0071723	Dawn C. Huntoon	Fine Arts	Non-Instructional Supplies	\$500.00
P0071724	Kimberly Wilkinson	Fine Arts	Non-Instructional Supplies	\$1,500.00
P0071725	Joyce Cantrell	Fine Arts	Non-Instructional Supplies	\$300.00
P0071726	American Express Travel	Presidents Office	Conferences Mgmt	\$312.40
P0071728	Scantron Corporation	Administrative Of Ju	Maintenance Contracts	\$451.00
P0071729	Patricia F. Caldwell	VP-SCA	New Equipment – Noninstruc.	\$439.08
P0071730	Keenan & Associates	Purchasing and Busin	Student Accident Ins	\$450.00
P0071731	American River College	Contract Education	Conferences Mgmt	\$215.00
P0071732	Teresa A. Newman	Contract Education	Conferences Mgmt	\$90.40
P0071733	A-1 Coast Rentals	Electrical / Mechanic	Repairs Noninstructional	\$352.90
P0071734	Arbor Travel Associates, Inc.	Student Affairs	ASB Exp.	\$530.20
P0071736	Mass Press	Job Placement	Non-Instructional Supplies	\$69.28
P0071737	NCATC	CACT COCCC	Dues And Memberships	\$600.00
P0071738	Delta Systems Company	ECLA 04-05 new locat	Publications/ Periodicals	\$21.95
P0071739	Mass Press	English	Instructional Supplies	\$34.64
P0071740	Cisco Systems	00-01 P4E CISCO ACAD	Instructional Supplies	\$1,515.50
P0071741	Today's Best Hair	Cosmetology	Publications Periodicals	\$68.95
P0071742	Perkin Elmer Corporation	Chemistry	Instructional Supplies	\$292.91
P0071743	Cole Parmer Instrument Co.	Chemistry	Instructional Supplies	\$218.13
P0071744	Hamilton	Chemistry	Instructional Supplies	\$583.73
P0071745	Boise Cascade	Office Administration	Instructional Supplies	\$507.69
P0071746	Cisco Systems	Business	New Equipment – Instruc.	\$3,485.65
P0071747	Sigmanet	Business	New Equipment – Instruc.	\$8,936.04
P0071748	Golf Apparel Brand	Health Sciences and	Non-Instructional Supplies	\$307.95
P0071749	ACCCA	Staff Diversity	Conferences Mgmt	\$145.00
P0071750	Jet Propulsion Laboratory	SBDC COCCC	Conferences Mgmt	\$125.00
P0071751	National Promotions & Advertising	SBDC COCCC	Other Services And Expense	\$1,708.19
P0071752	Ad Club	SBDC COCCC	Other Services And Expense	\$3,306.02
P0071753	Jobelephant.Com Inc.	Human Resources	Multi Media Advertising	\$923.85
P0071754	Leslie Back	Fine Arts	Non-Instructional Supplies	\$377.78

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P0071755	NSTA National Conference	ATE-Articulation Par	Conferences Other	\$390.00
P0071756	Amazon.Com Corporate Credit	Center for Internat	Non-Instructional Supplies	\$32.76
P0071757	NAFSA: Association of Intnl. Educ	Center for Internat	Dues And Memberships	\$168.00
P0071758	Bozena Morton	Univ- Silesia, Cieszy	Travel And Conference Exp	\$200.00
P0071759	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$1,040.16
P0071760	A. B. Dick Company	Copy Center	Non-Instructional Supplies	\$777.48
P0071761	Xpedx	Copy Center	Non-Instructional Supplies	\$456.17
P0071763	American Express Travel	Staff Diversity	Conferences Mgmt	\$108.24
P0071764	Staples	Information Technology	Non-Instructional Supplies	\$319.23
P0071765	Pacific Radio Electronics	Information Technology	Maintenance Contracts	\$113.92
P0071766	Delphin Computer Supply	Information Technology	Non-Instructional Supplies	\$1,562.43
P0071767	A-1 Office Plus	Health, Safety	Non-Instructional Supplies	\$27.06
P0071768	Interservice	Humanities	New Equipment – Instruc.	\$6,992.95
P0071769	Verizon	Information Technology	Publications Periodicals	\$44.00
P0071770	Technical Training Associates	Air Conditioning	Instructional Supplies	\$464.50
P0071771	Msc Industrial Supply	Welding	Instructional Supplies	\$795.40
P0071772	Scantron Corporation	Administrative Of Ju	Instructional Supplies	\$83.82
P0071773	Continental Business Machines	Technical Services	Repairs Parts And Supplies	\$226.46
P0071774	American Express Travel	Admissions/Records	Conferences Mgmt	\$214.20
P0071775	Mira Costa Boys Volleyball	Public Information	Multi Media Advertising	\$500.00
P0071776	CCPRO	Public Information	Other Services And Expense	\$140.00
P0071777	South High School	Public Information	Multi Media Advertising	\$150.00
P0071778	Source 4	Information Technology	Maintenance Contracts	\$700.00
P0071779	Image Solutions	Admissions/Records	Non-Instructional Supplies	\$8,215.73
P0071780	Konica Minolta Business Solutions	Division Office Fine	Non-Instructional Supplies	\$92.27
P0071781	Computerland of Silicon Valley	Information Technology	Computer Software Account	\$1,963.91
P0071782	Hitt Marking Devices	Division Office Fine	Non-Instructional Supplies	\$25.93
P0071783	Aardvark Clay and Supplies	Art Department	Instructional Supplies	\$1,522.29
P0071784	Laguna Clay Company	Art Department	Instructional Supplies	\$429.60
P0071785	Abtech Support, Inc.	Information Technology	Non-Instructional Supplies	\$205.68
P0071786	California Community College Leag	Public Information	Conferences Mgmt	\$295.00
P0071787	Porter's Camera Store	Fine Arts	Fundraising	\$389.61
P0071789	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$1,963.73
P0071790	Specialized Products	Information Technology	Non-Instructional Supplies	\$372.64
P0071791	Dell Marketing L. P.	SBA 1/1/04 to 12/31	New Computer Equipment-No	\$213.74
P0071792	Fisher Scientific	Chemistry	Instructional Supplies	\$624.33
P0071793	South Coast Air Quality Management	Facilities/Planning	Other Services And Expense	\$95.05
P0071794	Mcmaster Carr	Physics	Instructional Supplies	\$112.30
P0071795	Kathco Products	Operations	Non-Instructional Supplies	\$252.55
P0071796	Xpedx Paper & Graphics	Warehouse	Inventories, Stores, Prep	\$4,028.20
P0071797	Xpedx Paper & Graphics	Warehouse	Inventories, Stores, Prep	\$866.00
P0071798	NSTA National Conference	ATE-Articulation Par	Non-Instructional Supplies	\$72.00
P0071799	Edits Publishers	Division Office BSSC	Instructional Supplies	\$1,216.76
P0071800	CCS Presentation Systems, Inc.	Division Office BSSC	Instructional Supplies	\$811.72

P0071802	Pro Tech Petroleum	Facilities/Planning	Repairs Noninstructional	\$2,000.00
P0071803	Yotam Ravid	Pool	Non-Instructional Supplies	\$32.43
P0071805	Teg Lvi	Hazmat	Other Services And Expense	\$5,200.00
P0071806	Spa Resort Casino	Staff Development	Conferences Mgmt	\$1,160.46
P0071807	S & B Food Services Catering Serv	Center for Internat	Non-Instructional Supplies	\$69.02
P0071808	Dell Marketing L. P.	VATEA I&T	New Computer Equipmnt-Ins	\$13,374.68
P0071809	CCS Presentation Systems, Inc.	Inglewood One Stop	New Equipment – Noninstruc.	\$463.41
P0071810	Entest	VATEA I&T	New Equipment – Instruc.	\$11,357.59
P0071811	Strata Forest Products	VATEA I&T	New Equipment – Instruc.	\$999.62
P0071812	Hitt Marking Devices	Women in Ind. & Tech	Non-Instructional Supplies	\$62.24
P0071813	MAVCC	Women in Ind. & Tech	Non-Instructional Supplies	\$176.19
P0071814	S & B Food Services Catering Serv	Women in Ind. & Tech	Non-Instructional Supplies	\$249.98
P0071815	Mass Press	Women in Ind. & Tech	Software	\$34.64
P0071816	Galls Long Beach Uniform	Administrative Of Ju	Instructional Supplies	\$503.68
P0071817	Battery Stuff	Manufacturing Techno	Instructional Supplies	\$355.32
P0071819	S & B Food Services Catering Serv	EOPS	Non-Instructional Supplies	\$415.97
P0071820	Kimberly Wilkinson	Fine Arts	Non-Instructional Supplies	\$20.10
P0071821	Franklin Covey	EOPS	Non-Instructional Supplies	\$32.12
P0071822	Zerowet	CITD - Export Enable	Miscellaneous	\$455.00
P0071823	C.I.S. Transportation Services	EOP&S Maint of Effor	Non-Instructional Supplies	\$1,000.00
P0071824	Pearson Ncs	Admissions/Records	Non-Instructional Supplies	\$1,521.45
P0071825	Jolene S. Combs	Humanities	Non-Instructional Supplies	\$739.93
P0071826	California Community College Leag	Presidents Office	Conferences Mgmt	\$105.00
P0071827	Competitive Aquatic Supply Inc	Resp Therapy	Non-Instructional Supplies	\$615.38
P0071828	VS Athletics	Health Sciences	Non-Instructional Supplies	\$1,784.59
P0071829	Rosemary Swade	International Educat	Other Services And Expense	\$88.75
P0071830	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,048.94
P0071831	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$720.40
P0071832	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$771.44
P0071833	J.C. Entertainment Lighting Serv	Productions Donation	Non-Instructional Supplies	\$288.62
P0071834	Full Compass	Productions Donation	Non-Instructional Supplies	\$576.72
P0071835	Mark Hullibarger	Ctr for Arts Product	Repairs Parts And Supplies	\$130.00
P0071836	American Express Travel	Women in Ind. & Tech	Transportation/ Mileage	\$289.80
P0071837	D & D Sporting Goods	Resp Therapy	Non-Instructional Supplies	\$1,047.05
P0071838	CCS Presentation Systems, Inc.	Physical Education	Instructional Supplies	\$400.00
P0071839	GFI USA Inc	Information Technology	Maintenance Contracts	\$250.00
P0071840	Fastsigns	Student Affairs	Non-Instructional Supplies	\$181.86
P0071841	Law Offices of Joseph F. Gentile	Institutional Service	Legal	\$1,430.00
P0071842	Sitehosting	CITD Program Income	Multi Media Advertising	\$1,319.40
P0071843	Emlight Design	Ctr for Arts Product	Repairs Parts And Supplies	\$1,275.00
P0071844	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Noninstructional	\$1,098.68
P0071845	A Plus Window Tint	Facilities/Planning	Non-Instructional Supplies	\$100.00
P0071846	Xcel Mechanical Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$828.00
P0071848	E.G. Brennan & Co., Inc.	Admissions/Records	Repairs Noninstructional	\$211.09

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P0071849	HP Express Services	SBDC CITD	Maintenance Contracts	\$909.00
P0071851	Verisign	Information Technology	Maintenance Contracts	\$895.00
P0071852	IACP	Parking-Student Perm	Dues And Memberships	\$150.00
P0071855	Guadalupe H. Cabral	Women in Ind. & Tech	Non-Instructional Supplies	\$144.03
P0071856	Paradise Awards	Health Sciences	Non-Instructional Supplies	\$263.48
P0071857	Monterey Graphics	Student Affairs	Non-Instructional Supplies	\$3,989.01
P0071858	Wenger Corporation	Ctr for Arts Product	Non-Instructional Supplies	\$254.82
P0071859	Sitler's Suppliers, Inc.	Ctr for Arts Product	Non-Instructional Supplies	\$383.21
P0071860	Marshall & Swift Publishing Comp	Instructional Service	Library Books	\$563.30
P0071861	LRP Publications	Resource Developm./G	Publications Periodicals	\$537.00
P0071862	Labor Law Center, Inc.	Job Placement	Non-Instructional Supplies	\$40.37
P0071863	Pacific Bracing and Supporters	Radiologic Tech Dona	Non-Instructional Supplies	\$450.00
P0071864	Schooldude	Administrative Serv.	Contract Services	\$5,276.00
P0071865	Crucial Technology	Staff Development	Non-Instructional Supplies	\$229.47
P0071866	Mcmaster Carr	Air Conditioning	Instructional Supplies	\$355.60
P0071867	S & B Food Services Catering Serv	CalWORKS	Non-Instructional Supplies	\$168.75
P0071868	S & B Food Services Catering Serv	Center for Internati	Non-Instructional Supplies	\$177.33
P0071869	Crenshaw Lumber	Construction Technol	Instructional Supplies	\$3,837.49
P0071870	Western Center on Law & Poverty	EOPS CARE	Other Books	\$7,080.00
P0071871	Glendale Commuity College Foundat	CalWORKS	Conferences Other	\$35.00
P0071872	Educational Maps & Globes	Earth Sciences	Instructional Supplies	\$446.18
P0071873	Konica Minolta Business Solutions	Division Office Huma	Instructional Supplies	\$51.14
P0071874	Mass Press	Health, Safety	Non-Instructional Supplies	\$34.64
P0071875	Monotype Imaging	Copy Center	Instructional Supplies	\$23.82
P0071876	Charles F. Turner	Fine Arts	Non-Instructional Supplies	\$600.00
P0071877	Grosh Scenic Studios	Fine Arts	Non-Instructional Supplies	\$757.75
P0071878	California Court Clerks Associati	Parking-Student Perm	Non-Instructional Supplies	\$32.47
P0071879	Department of Motor Vehicles Regi	Parking-Student Perm	Non-Instructional Supplies	\$214.85
P0071880	Dell Marketing L. P.	VP-SCA	New Computer Equipment-No	\$7,560.42
P0071881	Monkey Butt	Health Sciences	Non-Instructional Supplies	\$358.29
P0071882	Sirchie Fingerprint Lab	Parking-Student Perm	Non-Instructional Supplies	\$218.64
P0071883	Smart Computing Customer Renewals	Campus Police Depart	Publications/ Periodicals	\$29.00
P0071884	Adamson Industries, Inc	Parking-Student Perm	Non-Instructional Supplies	\$714.45
P0071886	Kaplan Companies	CCAccessMeansParent	Instructional Supplies	\$635.73
P0071887	Geil Kilns Company	Art Department	Instructional Supplies	\$1,011.27
P0071888	CCS Presentation Systems, Inc.	Cosmetology	Instructional Supplies	\$135.31
P0071889	CCCCSSAA Riverside Community Coll	VP-SCA	Conferences Mgmt	\$295.00
P0071890	ACCCA	Public Information	Conferences Mgmt	\$295.00
P0071891	ACCCA	Presidents Office	Conferences Mgmt	\$295.00
P0071892	Toro Aire	Facilities/Planning	Repairs Noninstructional	\$500.85
P0071893	CDF State Fire Training	Fire Academy/Emergen	Other Books	\$148.16
P0071894	Smarden Suppy Company	Electrical / Mechanic	Repairs Noninstructional	\$53.58
P0071895	California Community College Leag	EOPS	Other Books	\$34.70
P0071896	Resource Directory	EOPS	Other Books	\$315.87

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P0071897	American 3B Scientific	Art Department	Instructional Supplies	\$731.16
P0071898	Computerland of Silicon Valley	I&T Div Ofc	Non-Instructional Supplies	\$329.76
P0071899	Smarden Suppy Company	Electrical / Mechanic	Repairs Noninstructional	\$379.19
P0071900	Collins & Aikman	Replace / Repair Flo	Site Improvements	\$8,752.38
P0071901	ACCCA	Public Information	Conferences Mgmt	\$75.00
P0071902	Paradise Awards	Public Information	Non-Instructional Supplies	\$212.39
P0071903	Steven E. Wolf	Fine Arts	Non-Instructional Supplies	\$357.50
P0071905	Broadcast Music, Inc.	Ctr for Arts Product	Other Services And Expense	\$3,983.17
P0071906	SESAC Inc.	Ctr for Arts Product	Other Services And Expense	\$22.46
P0071907	Pacific Coachways	Fine Arts	Non-Instructional Supplies	\$400.00
P0071908	Mcmaster Carr	Technical Services	Repairs Parts And Supplies	\$1,086.93
P0071909	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$3,960.94
P0071910	Xpedx Paper & Graphics	Information Technology	Non-Instructional Supplies	\$51.68
P0071912	Smarden Suppy Company	Electrical / Mechanic	Repairs Noninstructional	\$130.92
P0071916	Advance News Magazines	Rad Tech	Publications Periodicals	\$343.00
P0071917	Pacific Coast Office Products	Job Placement	Non-Instructional Supplies	\$172.39
P0071918	Fisher Scientific Education Mater	Life Sciences	Instructional Supplies	\$131.56
P0071919	Konica Minolta Business Systems	Contract Education	Non-Instructional Supplies	\$146.17
P0071920	David L. Miller	Facilities/Planning	Non-Instructional Supplies	\$194.82
P0071921	Mass Press	DSPS	Instructional Supplies	\$34.64
P0071922	Mass Press	Careers in Child Car	Instructional Supplies	\$69.28
P0071924	Mendio Publishing Service	Human Resources	Multi Media Advertising	\$290.00
P0071925	American Express Travel	Human Resources	Other Services And Expense	\$136.40
P0071926	Virco Manufacturing Corp.	Math	New Equipment - Instructi	\$5,129.13
P0071927	South Coast Air Quality Management	Facilities/Planning	Repairs Noninstructional	\$1,368.56
P0071928	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$124.78
P0071929	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$286.22
P0071930	Mass Press	Counseling Office	Non-Instructional Supplies	\$34.64
P0071931	Comp U.S.A.	Counseling Office	Non-Instructional Supplies	\$205.66
P0071932	Thomson-West/Barclays	Counseling Office	Publications/ Periodicals	\$483.75
P0071933	Hitt Marking Devices	Career Center	Non-Instructional Supplies	\$33.51
P0071934	Carpenter & Rothans	Purchasing and Busin	Liability - Self Insurance	\$64.00
P0071936	CCUG Conference	Parking-Student Perm	Dues And Memberships	\$50.00
P0071937	Thomson-West/Barclays	V.P. Academic Affairs	Publications Periodicals	\$220.00
P0071939	Postmaster	Public Information	Postage	\$150.00
P0071942	Tracs	Discovery Series	Dues And Memberships	\$115.00
P0071943	Arts Council of Torrance	Ctr for Arts Ticket	Dues And Memberships	\$30.00
P0071945	Cal Western Paint	Ctr for Arts Product	Non-Instructional Supplies	\$435.19
P0071946	Southland Lumber	Ctr for Arts Product	Non-Instructional Supplies	\$535.73
P0071947	Boyce Forest Products	Ctr for Arts Product	Non-Instructional Supplies	\$669.50
P0071948	California Flameproofing & Proces	Fine Arts	Non-Instructional Supplies	\$365.02
P0071949	Rose Brand	Ctr for Arts Product	Non-Instructional Supplies	\$645.60
P0071950	Hitt Marking Devices	Foster Care Ed 03-04	Instructional Supplies	\$37.89
P0071952	S & B Food Services Catering Serv	Ca Virtual Uni. 2nd	Non-Instructional Supplies	\$160.00

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P0071955	American Express Travel	Campus Police Depart	In-Service Training	\$283.80
P0071956	CSU Long Beach Police Dept.	Campus Police Depart	Conferences Mgmt	\$450.00
P0071957	West Group Payment Center	Human Resources	Publications/ Periodicals	\$45.20
P0071959	Buyindies.Com	Film Rental	Instructional Supplies	\$817.32
P0071960	Golden Pacific Healthcare Product	Cosmetology	Instructional Supplies	\$76.90
P0071961	Paramount Guest Relations	ECLA 04-05 new locat	Field Trip Expense	\$400.00
P0071963	American Red Cross	Health, Safety	Non-Instructional Supplies	\$792.39
P0071965	Delphin Computer Supply	Title V ECC/SMC Mgmt	New Equipment – Noninstruc.	\$556.41
P0071969	Thomson Learning	Nursing	Fundraising	\$800.00
P0071970	Ewa Ogrodzka-Mazur	Univ- Silesia, Cieszy	Travel And Conference Exp	\$516.00
P0071971	Alina Szczurek-Boruta	Univ- Silesia, Cieszy	Travel And Conference Exp	\$516.00
P0071972	Guadalupe H. Cabral	Women in Ind. & Tech	Dues And Memberships	\$37.00
P0071976	American Int'l Education Foundati	ECLA 04-05 new locat	Conferences Mgmt	\$2,600.00
P0071977	GTCO Calcomp	Division Office BSSC	New Equipment – Instruc.	\$1,000.00

Total :

353

\$353,959.33

B0070116	Los Angeles Times	Public Information	Publications/ Periodicals	\$600.00
B0071497	Infinite Control Sys	Facilities/Planning/	Repairs Noninstructional	\$8,522.00
B0071727	Dieterich-Post Compa	Architectural Techno	Repairs Parts And Supplies	\$641.39
B0077843	Group Delta Consulta	Science Complex Cons	Contract Services	\$1,860.00
B0077901	Madeleine Bruning	Nursing - Workforce	PSA Contract Services	\$8,250.00
B0077918	Jennifer Frank	CITD-Careers Program	PSA Contract Services	\$30,000.00
B0077923	Federal Bureau of Pr	Victorville Office	Contract Services	\$1.00
B0077935	Celina Rivas	WPLRC - ETP	PSA Contract Services	\$15,000.00
B0077955	Nicole Trigg	ATE-Articulation Par	PSA Contract Services	\$3,600.00
B0077959	Cingular Wireless	Contract Education	Telephone	\$750.00
B0077967	Dept. of Justice Bur	T.I. Cul Arts - Yr.	Contract Services	\$1.00
B0077968	Jason D. Vogel	SBA 1/1/04 to 12/31	PSA Contract Services	\$18,600.00
B0077969	Mary Hibbard	Foster Care Ed 03-04	PSA Contract Services	\$407.00
B0077970	McCrary Insurance Se	CalWORKs	Contract Services	\$1.00
B0077972	Sharon Peterson	SBA 1/1/04 to 12/31	PSA Contract Services	\$21,840.00
B0077973	Robert J. Nowac	SBA 1/1/04 to 12/31	PSA Contract Services	\$15,984.00
B0077974	In Publications, Inc	Ctr for Arts Promo	Multi Media Advertising	\$4,000.00
B0077975	Greater Los Angeles	DSPS	PSA Contract Services	\$1.00
B0077976	H & H Concrete Pumpi	Construction Technol	Instructional Supplies	\$1,100.00
B0077977	Lightning Powder Co.	Administrative Of Ju	Instructional Supplies	\$1,000.00
B0077978	Big Rock Creek Camp	Student Affairs	ASB Exp.	\$3,258.00
B0077979	Nonprofit Navigators	RITP Prog Training	Contract Services	\$4,000.00
B0077980	Ecc Sign Language De	RITC 10/1/04 - 9/30/	Contract Services	\$2,000.00
B0077982	A Sure Sign, Inc	RITC 10/1/04 - 9/30/	Contract Services	\$510.00
B0077983	Institute of Reading	Contract Education	Contract Services	\$1.00
B0077984	ECCD Pty Csh	Instructional Service	Library Books	\$300.00
B0077986	Jeffreda Curry	Contract Education	Non-Instructional Supplies	\$200.00
B0077987	Deanna Quesada	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0077988	S & B Food Services	Administrative Serv.	Non-Instructional Supplies	\$500.00

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B0077991	Law Offices of Larry	Institutional Service	Legal	\$2,500.00
B0077992	ECC Cashier - Tuitio	WPLRC Skills Enhance	Contract Services	\$21,600.00
B0077993	Diversified Publicat	(STCW) Standards	Other Books	\$1,260.00
B0077994	Mary Cunningham	(STCW) Standards	PSA Contract Services	\$8,000.00
B0077995	LPA Architects	Library Addition-Cap	Architecture & Engineering	\$425,000.00
B0077996	Department of Genera	Parking-Student Perm	Contract Services	\$1.00
B0077997	W.W. Grainger, Inc.	P4E INGLEWOOD FIRE	Instructional Supplies	\$200.00
B0077998	Torrance Unified Sch	Financial Aid	Contract Services	\$1.00
B0077999	NPA	Public Information	Printing	\$72,000.00
B0078000	Power 106 FM	Public Information	Radio Advertising	\$30,000.00
B0078001	EWDP Support Service	WPLRC State Leadersh	Multi Media Advertising	\$1,500.00
B0078003	ECCD Petty Cash	Division Office NSci	Non-Instructional Supplies	\$500.00
B0078004	Philip Lenuid	CITD Program Income	PSA Contract Services	\$10,000.00
B0078005	E.C.C. Public Inform	CDC	Reproduction – Noninstruc.	\$200.00
B0078006	Nellie's Wonderland	CalWORKs	Contract Services	\$1.00
B0078008	Hth Worldwide Insura	Univ- Silesia, Cieszy	Travel And Conference Exp	\$176.00
B67718A	Maas Companies, Llc	Science Complex Cons	Contract Services	\$21,531.00

Total : **46** **\$737,693.39**

Total POs and BPOs : **399** ***TOTAL :*** **\$1,091,652.72**

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

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I. INFORMATION

A. 2003–2004 MEASURE E AUDIT REPORT

It is recommended that the Board accept the revised annual financial 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 January 31, 2005, for the budget year 2004-05.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Business (0602)	336,000	210,934	125,066
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	41,408	283,592
Mathematical Sciences (0610)	68,121	3,117	65,004
Natural Sciences (0611)	5,200	7,841	(2,641)
 Total Instructional Equipment	 895,447	 432,393	 463,054
 <u>Technology</u>			
Information Technology Services (0608)	1,557,570	649,128	908,442
 Total Technology	 1,557,570	 649,128	 908,442
 <u>Other Equipment</u>			
Admissions & Records (0613)	79,800	46,398	33,402
Health Center (0613)	5,000	2,714	2,286
 Total Other Equipment	 84,800	 49,112	 35,688
 Grand Total	 2,537,817*	 1,130,633	 1,407,184

* Final 2004-05 Budget Book

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1,190,247

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1,347,570

2,537,817

February 22, 2005

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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 January 31, 2005.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 02/03/05)			
	REVISED BUDGET	TOTAL EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	12,169	1,516,831
Athletic Education and Fitness Complex (0203)	15,718,000	177,276	15,540,724
Bookstore/Cafeteria Conversion to Admin. (0204)	6,084,896	47,904	6,036,992
Business Building Replacement (0205)	10,926,189	94,035	10,832,154
Central Plant (0206)	10,858,000	85,342	10,772,658
Child Development Center Phase 2 (0207)	2,525,000	19,981	2,505,019
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	8,803	1,091,197
Fire Academy Structure (0209)	791,375	6,383	784,992
Fire Program Facility (0210)	123,000	1,140	121,860
Health Occupations and Wellness Center (0211)	12,072,551	94,869	11,977,682
Humanities Complex Replacement (0212)	23,120,064	631,823	22,488,241
Learning Resource Center Addition (0213)	7,100,000	55,866	7,044,134
Manhattan Beach Blvd. Parking Structure & Entrance (0214)	8,416,232	66,190	8,350,042
Remodeling Phase Two (0216)	157,625	1,412	156,213
Remodeling Phase Three (0217)	8,715,875	68,540	8,647,335
Science Complex Renovation (0219)	6,721,738	3,537,098	3,184,640
Signage and Wayfinding (0224)	2,600,000	40,099	2,559,901
Student Services and Activities Replacement (0220)	31,448,118	271,317	31,176,801
Temporary Space and Relocation Costs (0221)	2,000,000	61,148	1,938,852
Vocational Education Complex (0222)	22,349,821	197,461	22,152,360
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
Total Additional Classrooms and Modernization	193,083,184	6,184,722	186,898,462
<u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	13,364	386,636
Emergency Generators and Distribution (0302)	2,265,000	8,551	2,256,449
Emergency Power to Security Lighting (0303)	175,000	661	174,339

Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	2,891	397,109
Fencing Replacement and Additions (0305)	375,000	1,416	373,584
Landscaping & Irrigation System Replacements (0306)	2,540,000	32,176	2,507,824
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	9,212	2,430,788
Lot F Parking Structure Improvements (0309)	1,632,000	6,162	1,625,838
Lot H Parking Structure (0310)	8,348,666	31,719	8,316,947
Paving Replacement - All Walks & Driveways (0311)	2,187,000	8,257	2,178,743
Pedestrian Walks at Manhattan Beach Blvd. & Lot E (0312)	81,600	308	81,292
Security Video (0313)	180,000	7,107	172,893
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	76,797	1,868,384
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	198,621	24,528,610
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	-	2,818,000
Reserve for Contingencies (0499)	215,653	-	215,653
Total Energy Efficiency Improvements	3,033,653	-	3,033,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732	45,748	4,321,984
Art & Behavioral Sciences (0502)	12,247,136	129,638	12,117,498
Auxiliary Warehouse (0504)	105,042	865	104,177
Communications (0507)	6,623,354	71,092	6,552,262
Construction Technology (0508)	943,970	10,726	933,244
Domestic Water System (0509)	2,488,800	58,185	2,430,615
Facilities and Receiving (0510)	1,985,416	123,236	1,862,180
Fire Alarm (0511)	780,800	5,782	775,018
Firelines (0512)	1,837,503	69,322	1,768,181
Hazardous Materials Abatement (0513)	200,000	81,276	118,724
Library (0515)	7,876,509	204,802	7,671,707
Marsee Auditorium (0516)	6,670,843	71,439	6,599,404
Math & Computer Sciences (0517)	10,761,643	115,068	10,646,575
Music (0518)	8,896,846	166,062	8,730,784
Natural Gas System (0519)	488,000	3,651	484,349
North Gymnasium (0520)	3,248,993	237,486	3,011,507
Physical Education and Men's Shower (0521)	3,896,871	42,316	3,854,555
Planetarium (0522)	559,465	9,089	550,376
Pool and Health Center (0523)	8,273,592	89,477	8,184,115
Primary Electrical Distribution System (0524)	13,460,000	186,777	13,273,223
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	9,658	1,304,006
Sewer System (0527)	1,964,200	14,392	1,949,808
Social Sciences (0528)	7,415,520	78,030	7,337,490
Storm Drain System (0530)	1,083,909	7,987	1,075,922
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	117,283,489	3,288,456	113,995,033
<u>Information Technology and Equipment (ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	302,274	821,376
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	988,291	13,569,219
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	480,445	2,521,840
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	148,390	419,110
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
Total Information Technology and Equipment	54,681,858	3,687,566	50,994,292
<u>Physical Education Facilities Improvements (PEFI)</u>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
Total Physical Education Facilities	1,707,049	-	1,707,049
	\$394,516,464	\$13,359,365	\$381,157,099

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. CHANGES TO PROJECT BUDGETS

It is recommended that the Board of Trustees approve the changes to the Measure E project budgets as shown below. These changes implement the cost reduction measures identified in the 2005 Facilities Master Plan (FMP). The following changes are proposed to the 2004 FMP in order to reduce the cost of the plan and to improve the possibility of obtaining additional state funding for FMP projects.

1. Deletion of the Manhattan Beach Blvd. Parking Structure – This is a cost reduction measure to eliminate from the plan a 400 stall parking structure. Associated with this change is the recommendation to increase the capacity of the proposed Lot H Parking Structure from 600 to 800 parking stalls. Improvements to the north entrance to campus are still included in the 2005 FMP.

- a. This change reduces the cost of the FMP by an estimated 8.2 million dollars.
2. Renovate Technical Arts and the Shops Building vs. Replacement – Previous plans envisioned replacing and repositioning the above buildings to provide a location to construct the proposed Manhattan Beach Blvd. Parking Structure. With the deletion of this project, the renovation of these buildings becomes feasible and cost effective. Also by renovating rather than replacing, the possibility of obtaining state funding is increased.
 - a. Shops – This building is to be renovated and the Machine Tool Technology program, currently in the Math and Computer Science building, would be moved to this location.
 - b. Technical Arts – This building would be renovated and additional vocational education programs moved to it when the Nursing program is moved to another location.
 - c. This change reduces the cost of the FMP by an estimated 7.2 million dollars.
3. Delete the proposed Health Occupations building and renovate the current Communications building to accommodate the health occupations programs.
 - a. The 2004 Facilities Master Plan envisions the construction of a new building to house the health occupations programs, the Wellness Center and the Student Health Center. The planned size of this building is 28,600 assignable square feet (asf). The Communications building, which contains 22,017 asf, could be renovated to accommodate the health occupations programs.
 - b. Under the 2004 FMP, the Communications building is ultimately slated to house vocational education programs and general assignment classrooms. The current programs housed in this building will be relocated to other buildings as part of the consolidation of divisions. The exception to this is the Photography program, the location of which is still undetermined.
 - c. The 2005 FMP retains the existing Technical Arts building. The vocational education programs previously slated for the Communications building will be now located in the Technical Arts building in the space that will be vacated once the nursing program is relocated.
 - d. The Student Health Center will now be included in the new Student Services Center building, and the Wellness Center would remain and be expanded in the Physical Education building.
 - e. This change reduces the cost of the FMP by an estimated 8.7 million dollars.
 - f. The possibility of obtaining state funding for this project is greater if a renovation is proposed rather than a new building.
4. Other Changes
 - a. Athletic Complex – The proposed 2005 FMP changes the configuration of a number of athletic facilities from the 2004 FMP. The changes are explained below. The purpose of the changes is to contain the cost of this project within its allocated budget.

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1. The Stadium will remain as is rather than being reconstructed to incorporate a new running track.
 2. The Track remains in the current location with additional seating located on the west side.
 3. The Softball Field is now located adjacent to the Lot H Parking Structure.
 4. The Fieldhouse will be reconstructed on its current site.
 5. The existing Handball Courts are shown since they will not be demolished as previously planned.
- b. The Humanities footprint and associated perimeter road modifications have been updated to show the current design.
- c. The cooling towers for the Central Plant project have been moved to a site adjacent to the Stadium, the current location of two temporary buildings (Alumni House and Community Education). This move will eliminate the possible negative acoustical and visual impacts of the previous location on the roof of the new Student Services building.

(Reference map on page 12)

PROJECT BUDGET CHANGES

	ORIGINAL BUDGET	BUDGET CHANGES	REVISED BUDGET
Additional Classrooms and Modernization (ACM)			
Acquisitions (0201)	5,000,000	0	5,000,000
Architectural Barrier Removal Phase 2 (0202)	1,529,000	0	1,529,000
Athletic Education and Fitness Complex (0203)	15,718,000	0	15,718,000
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	0	6,084,896
Business Building Replacement (0205)	10,926,189	0	10,926,189
Central Plant (0206)	10,858,000	0	10,858,000
Child Development Center Phase 2 (0207)	2,525,000	0	2,525,000
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	0	1,100,000
Fire Academy Structure (0209)	791,375	0	791,375
Fire Program Facility (0210)	123,000	0	123,000
Health Occupations and Wellness Center (0211)	12,072,551	-12,072,551	0
Humanities Complex Replacement (0212)	23,120,064	0	23,120,064
Learning Resource Center Addition (0213)	7,100,000	0	7,100,000
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	-8,200,000	216,232
Remodeling Phase Two (0216)	157,625	0	157,625
Remodeling Phase Three (0217)	8,715,875	0	8,715,875
Science Complex Renovation (0219)	6,721,738	0	6,721,738
Signage and Wayfinding	2,600,000	0	2,600,000
Student Services and Activities Replacement (0220)	31,448,118	480,000	31,928,118
Temporary Space and Relocation Costs (0221)	2,000,000	0	2,000,000
Vocational Education Complex (0222)	22,349,821	-22,349,821	0
Reserve for Contingencies (0299)	<u>13,725,699</u>	<u>24,022,372</u>	<u>37,748,071</u>
Total Additional Classrooms and Modernization	193,083,183	-18,120,000	174,963,183

Campus Site Improvements: Accessibility, Safety/Security (CSI)

Asphalt Resurfacing - All Lots (0301)	400,000	0	400,000
Emergency Generators and Distribution (0302)	2,265,000	0	2,265,000
Emergency Power to Security Lighting (0303)	175,000	0	175,000
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	0	400,000
Fencing Replacement and Additions (0305)	375,000	0	375,000
Landscaping and Irrigation System Replacements (0306)	2,540,000	0	2,540,000
Lighting - Upgrade/Replace All Lots (0308)	2,440,000	0	2,440,000
Lot F Parking Structure Improvements (0309)	1,632,000	0	1,632,000
Lot H Parking Structure (0310)	8,348,666	0	8,348,666
Paving Replacement - All Walks and Driveways (0311)	2,187,000	0	2,187,000
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	0	81,600
Security Video (0313)	180,000	0	180,000
Voice/Data/Signal Site Duct Bank (0314)	1,945,181	0	1,945,181
Reserve for Contingencies (0399)	<u>1,757,784</u>	<u>0</u>	<u>1,757,784</u>
Total Campus Site Improvements: Accessibility, Safety/Security	24,727,231	0	24,727,231
Energy Efficiency Improvements (EEI)			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	0	2,818,000
Reserve for Contingencies (0499)	<u>215,653</u>	0	<u>215,653</u>
Total Energy Efficiency Improvements	3,033,653	0	3,033,653
Health and Safety Improvements (HSI)			
Administration (0501)	4,367,732	0	4,367,732
Art & Behavioral Sciences (0502)	12,247,136	0	12,247,136
Auxiliary Warehouse (0504)	105,042	0	105,042
Communications (0507)	6,623,354	1,600,000	8,223,354
Construction Technology (0508)	943,970	0	943,970
Domestic Water System (0509)	2,488,800	0	2,488,800
Facilities and Receiving (0510)	1,985,416	0	1,985,416
Fire Alarm (0511)	780,800	0	780,800
Firelines (0512)	1,837,503	0	1,837,503
Hazardous Materials Abatement (0513)	200,000	0	200,000
Library (0515)	7,876,509	0	7,876,509
Marsee Auditorium (0516)	6,670,843	0	6,670,843
Math & Computer Sciences (0517)	10,761,643	0	10,761,643
Music (0518)	8,896,846	0	8,896,846
Natural Gas System (0519)	488,000	0	488,000
North Gymnasium (0520)	3,248,993	0	3,248,993
Physical Education and Men's Shower (0521)	3,896,871	320,000	4,216,871
Planetarium (0522)	559,465	0	559,465
Pool and Health Center (0523)	8,273,592	0	8,273,592
Primary Electrical Distribution System (0524)	13,460,000	0	13,460,000
Reimbursements (0525)	1,456,353	0	1,456,353
Security Systems (0526)	1,313,664	0	1,313,664
Sewer System (0527)	1,964,200	0	1,964,200
Social Sciences (0528)	7,415,520	0	7,415,520
Storm Drain System (0530)	1,083,909	0	1,083,909
Technical Arts (0531)	0	5,600,000	5,600,000
Shops	0	10,600,000	10,600,000
Reserve for Contingencies (0599)	<u>8,337,328</u>	<u>0</u>	<u>8,337,328</u>
Total Health and Safety Improvements	117,283,489	18,120,000	135,403,489

Information Technology and Equipment (ITE)			
Behavioral and Social Sciences (0601)	579,077	0	579,077
Business (0602)	1,123,650	0	1,123,650
Facilities Planning and Services (0603)	1,818,724	0	1,818,724
Fine Arts (0604)	2,805,097	0	2,805,097
Health Sciences and Athletics (0605)	1,203,993	0	1,203,993
Humanities (0606)	607,033	0	607,033
Industry and Technology (0607)	1,771,641	0	1,771,641
Information Technology (0608)	14,557,510	0	14,557,510
Learning Resources (0609)	4,665,775	0	4,665,775
Math (0610)	688,661	0	688,661
Natural Sciences (0611)	3,002,285	0	3,002,285
Nursing (0612)	252,651	0	252,651
Student and Community Advancement (0613)	567,500	0	567,500
Phase II, III, IV Purchases (0697)	12,686,900	0	12,686,900
Installation Contingency (0698)	4,464,194	0	4,464,194
Reserve for Contingencies (0699)	<u>3,887,168</u>	<u>0</u>	<u>3,887,168</u>
Total Information Technology and Equipment	54,681,859	0	54,681,859
Physical Education Facilities Improvements (PEFI)			
Baseball Field (0701)	1,091,800	0	1,091,800
North Field (0702)	481,600	0	481,600
Sand Volleyball Courts (0703)	12,300	0	12,300
Reserve for Contingencies (0799)	<u>121,349</u>	<u>0</u>	<u>121,349</u>
Total Physical Education Facilities Improvements	1,707,049	0	1,707,049
Total All Projects	394,516,464	0	394,516,464

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

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

C. W. Driver: It is recommended that the Board of Trustees approve entering into agreement with C. W. Driver to provide construction management services related to the design and construction of the Humanities Complex Replacement project. The total value of this contract is \$1,600,000.

Five construction management firms, experienced in community college construction projects were solicited to submit proposals for this project. One firm declined to submit a proposal; the remaining four were interviewed by a group of four El Camino Community College District managers. The interviewed firms were evaluated based upon previous experience, staff qualifications, responses to questions and proposed fee. C. W. Driver was the unanimous choice of the group. Note: *C. W. Driver also submitted the lowest fee proposal.

Proposal Received from:

Bernards Brothers	\$1,715,236
*C. W. Driver	\$1,600,000
McCarthy Building Companies, Inc.	\$1,669,776
Rudolph Sletten	Declined
Swinerton Management & Consulting	\$1,753,900

International Parking Design, Inc. (IPD): It is recommended that the Board of Trustees approve entering into agreement with IPD, Inc. to provide professional architectural and engineering services related to the design and construction of a parking structure, traffic intersection, softball field and tennis courts (10) to be located at the southwest corner of the El Camino College campus. The cost of this project is \$610,000, base services plus an additional, amount of \$50,000 for possible additional services and reimbursable expenses. Grand Total NTE: \$660,000. Account number TBD

C. BID 2004-8/AUDIOVISUAL SYSTEMS

It is recommended that the Board approve award to Vizual Symphony, Inc. for providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the work required for the implementation of audiovisual systems in eleven (11) classrooms in the science complex, in accordance with the specifications, terms, and conditions of bid 2004-3/Audiovisaul Systems. The authority for this purchase is made possible through the provision of Bid 2004-3, which was awarded to Vizual Symphony at the November 15, 2004, Board meeting. The total bid amount is \$70,926.42

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>	
79061	Vizual Symphony [2]	\$70,926.42	(includes tax, delivery, materials, labor and installation)

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

III. RATIFICATION

A. PURCHASE ORDERS

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

Run Date
2/7/2005

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

Meeting Date: 2-22-2005

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
P0079053	S & M Moving Systems	Science Complex Reno	Contract Services	\$24,000.00
P0079054	VWR Scientific	Science Complex Reno	Group II Equipment	\$13,772.00
P0079056	Moine Bros	Facilities and Recei	Site Improvements	\$359.00
P0079057	Abtech Support, Inc.	Information Technology	New Computer Equipment-No	\$207,727.00
P0079058	Smarden Suppy Company	Music	Construction Material	\$280.03
P0079059	Dow Diversified, Inc.	Science Complex Reno	Group I Equipment	\$8,066.00
P0079060	Academy Flooring Systems	TemporarySpace/Reloc	Construction Material	\$5,934.70
P0079062	Zach Power, Inc.	Science Complex Reno	Group II Equipment	\$5,967.13
P0079065	Bickerton Iron Works	Science Complex Reno	Buildings	\$5,743.52
P0079066	Polyvision	Science Complex Reno	Group I Equipment	\$950.22
P0079067	Pacific Carpets, Inc.	Science Complex Reno	Buildings	\$1,929.51
Total :		11		\$274,729.11
B0079034	Dynalectric	Information Technology	Site Improvements	\$7,500.00
B0079055	Flewelling & Moody	TemporarySpace/Reloc	Architecture & Engineering	\$55,000.00
B0079064	Toft Wolff Farrow	Humanities Complex	Architecture & Engineering	\$34,850.00
B69052A	Spitz Space Systems,	Natural Sciences	New Equipment – Noninstruc.	\$181,179.00
Total :		4		\$278,529.00
Total POs and BPOs :		15	TOTAL :	\$553,258.11

B. CHANGE ORDERS

None



2005 Facilities Master Plan

EL CAMINO COLLEGE
 El Camino Community College District



January, 2005



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

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-39 and 1-23.

Certificated Personnel:

1. Deceased – Mr. James Alward, full-time instructor of Electronics and Computer Hardware Technology, effective September 23, 2004.
2. Resignation – Ms. Toni Christopherson, full-time instructor of Nursing, effective January 25, 2005.
3. Retirement Amended – Mr. Daniel Gregory, full-time instructor of Political Science, effective January 15, 2005, instead of December 20, 2004.
4. Retirement Amended – Ms. Linda Leon, full-time instructor of Nursing, effective February 7, 2005, instead of February 14, 2005.
5. Pre-Retirement – Ms. Susan Duncan, full-time instructor of Academic Strategies, to work a reduced load of 0% in Fall and 100% in Spring, for five years beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).
6. Pre-Retirement – Mr. Robert Pielke, full-time instructor of Philosophy, to work a reduced load of 50% in Fall and 50% in Spring, for five years, beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).
7. Pre-Retirement – Ms. Julie Stewart, full-time instructor of Chemistry, to work a reduced load of 53 1/3 % in Fall and 53 1/3 % in Spring, for five years beginning Fall 2005 through Spring 2010, in accordance with the Agreement, Article XVIII, Section 2(c).
8. Employment – Mr. Patrick D. Jefferson, full-time/temporary Faculty Coordinator, Teacher Education Program, Class II, Step 4, Fiscal Salary Schedule, effective March 9 through June 30, 2005.
9. Employment – Ms. Lucinda Bramlett, full-time/temporary instructor of Nursing, Class II, Step 4, effective February 14 through June 30, 2005.
10. Employment – Ms. Nadia Lopez, full-time/temporary instructor of Nursing, Class II, Step 4, effective February 14 through June 30, 2005.
11. Change in Assignment – Mr. Alex Kelley, Director of Information Technology Services to 100% Interim Vice President, Administrative Services, to be paid \$127,893 annually, effective March 1, 2005 until position is filled.

February 22, 2005

Human Resources – Administrative Services - 1

12. Personal Leave of Absence – Ms. Susan Corbin, full-time instructor of English, effective February 9 through June 10, 2005.
13. Personal Leave of Absence – Mr. Kevin Huben, full-time instructor of Fire and Emergency Technology, effective March 12 through June 3, 2005.
14. Leave of Absence (Medical) – Ms. Carol Imai-Bowsfield, full-time Counselor, effective January 11 through April 4, 2005.
15. Change in Salary – Mr. John Ruggirello, full-time instructor of Electronics, from Class I, Step 10 to Class II, Step 12, effective March 12, 2005.
16. Change in Salary – Ms. Dorothy Ray, full-time/temporary instructor of Speech, from Class II, Step 12 to Class III, Step 12, effective August 28 through December 17, 2004.
17. Change in Salary – Ms. Kelly Clark, full-time instructor of Radiologic Technology, from Class II, Step 6 to Class IV, Step 6, effective March 12, 2005.
18. Change in Assignment – Dr. Lucinda Aborn, full-time Director of Special Resources from 50% to 100% as Acting Dean of Health Sciences and Athletics, Range 16, Step B, effective February 23 through June 30, 2005.
19. Special Assignment – Mr. Craig Neumann, part-time instructor of Emergency Technology to coordinate Firefighter In-Service training programs and the Paramedic program with local agencies, to be paid \$51.69 an hour, not to exceed 192 hours or \$9,925, effective January 3 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
20. Special Assignment – Mr. Tommy Jester, part-time instructor of Administration of Justice, to coordinate POST program, to be paid \$38.77 an hour, not to exceed 96 hours or \$3,606, effective January 5 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
21. Special Assignment – Mr. Jeff Donahue, part-time instructor of Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy, to be paid \$38.77 an hour, not to exceed 38 hours or \$1,473, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
22. Special Assignment – Mr. Sergio Borbon, part-time instructor of Administration of Justice to provide instruction in the Administration of Justice Reserve Academy, to be paid \$38.77 an hour for 84 hours, not to exceed \$3,155, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
23. Special Assignment – Mr. David Do, part-time instructor in Administration of Justice to provide instruction in the Administration of Justice Reserve Academy, to be paid \$38.77 an hour for 84 hours, not to exceed \$3,155, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

February 22, 2005

Human Resources – Administrative Services – 2

24. Special Assignment – The following instructors of Humanities to administer credit-by-examination, to be paid \$51.69 an hour, not to exceed a total of \$1,300, effective February 23 through June 30, 2005, in accordance with the Agreement, Article X, Section 7(c).

Full-time
Nitza Llado

Part-time
Cynthia Caloia
Stephanie Williams-Sommeraver

25. Special Assignment – Ms. Kathleen Collins, part-time instructor of English, to provide instructional services to the Division of Fine Arts, to be paid \$25.85 an hour, not to exceed \$5,000 or 193 hours, effective February 22 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

26. Special Assignment – The following part-time instructors to provide instruction in the Fire Academy, to be paid \$38.77 an hour, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

Name	Not to Exceed/Hours	Not to Exceed/Dollars
Michael Brownlie	100 hours	\$3,877
Mark Lepore	16 hours	\$ 621
Lee Macpherson	32 hours	\$1,241
Ralph Sproul	16 hours	\$ 621
Bradley Sweatt	32 hours	\$1,241
William Warren	32 hours	\$1,241
David Winkler	48 hours	\$1,861

27. Special Assignment – Ms. Nadia Lopez, full-time/temporary instructor of Nursing, to teach Nursing 49 for the Workplace Learning Resource Center Nursing Program, for-credit, to be paid \$51.69 an hour, not to exceed \$1,875 or 36 hours, under contract to the Los Angeles County, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

28. Special Assignment – Ms. Kyung (Mary) Moon, full-time instructor of Nursing, to substitute for instructors teaching Nursing courses through contract education, to be paid \$51.69 an hour, not to exceed \$6,978 or 135 hours, to substitute for instructors teaching Nursing courses through contract education, effective January 1 through June 30, 2005, in accordance with the Agreement, Article X, Section 14(c).

29. Special Assignment – Ms. Christiana Baskaran, part-time instructor of Nursing, to teach Nursing classes for-credit, under contract with the Workplace Learning Resource Center and LA County Nursing Program, to be paid \$49.699 an hour, not to exceed \$13,500 or 216 hours, effective February 14 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

February 22, 2005

Human Resources – Administrative Services - 3

30. Special Assignment – Ms. Joyce Wise, part-time instructor of Nursing, to teach Nursing 68 lab for-credit, under contract with the Workplace Learning Resource Center/L.A. County Contract, to be paid \$57.507 an hour, not to exceed \$6,400 or 110 hours, effective November 15, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
31. Special Assignment – Ms. Sharen Kokaska, full-time instructor of Education Development, to conduct activities for Disabled Students Program & Services (DSPS) and student assessment of learning disabilities, to be paid \$38.77 an hour, not to exceed \$4,000, effective February 22 through June 20, 2005, in accordance with the Agreement, Article X, Section 14(c).
32. Special Assignment – Ms. Kristie DiGregorio, part-time instructor of Academic Strategies and Human Development, as Faculty Coordinator, to be paid \$51.69 an hour, not to exceed 300 hours or \$15,000, effective February 12 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
33. Special Assignment – Mr. Augustus Shackelford, Emeritus instructor of Economics, to be paid \$51.69 an hour, not to exceed \$206.76 or 4 hours, to help evaluate new tenure-track instructors on the hiring committee, effective November 1 through December 6, 2004, in accordance with the Agreement, Article X, Section 9(m).
34. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, to design light & sound for Play #3, to be paid \$1,500 for light design and \$800 for sound design, effective February 15 through April 10, 2005, in accordance with the Agreement, Article X, Section 14(a).
35. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, to be paid \$1,500 for light design for Play #4, effective April 15 through June 5, 2005, in accordance with the Agreement, Article X, Section 14(a).
36. Employment – The following part-time/temporary instructors to provide instruction in the Fire Academy, effective February 14 through June 30, 2005, to be paid by the following respective agencies.

Beverly Hills Fire Department
Gregory Barton

Redondo Beach Fire Department
Richard Martinez

Culver City Fire Department
Tim Wilson

Torrance Fire Department
Leigh McArthur

El Segundo Fire Department
Kevin Scott Smith

UCLA – Center for Prehospital Care
Patricia Binder
Josh Binder

Hermosa Beach Fire Department
James Crawford

Torrance Police Department
Lloyd DeGonia

Manhattan Beach Fire Department
Charles Leroy Wilson

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

Behavioral & Social Sciences
Pannie Gagajena

Business
Chesterlean Story
Robert Cutler
Carolyn Roper-Conley
Ken Schuchard
Laura Wallace

Fine Arts
Susan Helfter
Chantelle Hildreth
Carol Lisek

Health Sciences & Athletics
Talarie Foley
Ruby Girggs-Gabbedon
Naveed Hussain
Yasna Ouwerkerk
Krysti Rosario
Essemce Wilson

Humanities
Cynthia Caloia
Matthew Cheung
David Cron
Robert Guffey
Andrea Lozano
Jelena Savina
Kelly Schendel

Industry & Technology
Michael Brownlie
Maria Davis

Michael Inman
Carin Jacobs
Ralph Sproul
David Tanman
Robert Tyler

Mathematics
Patricia Stoddard

Natural Sciences
Marlon Jones

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

Industry & Technology
Marsha Beckett
Farina Bhenam
Jeffrey Hudgins
Melissa Ziehl

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

Fine Arts
Susan Helfter, Class V, Step 4

Classified Personnel:

1. Retirement – Ms. Janet S. Clark, Administrative Assistant II, Facilities Planning & Services Division, Administrative Services Area, effective April 1, 2005, plus accrued vacation and that a plaque be prepared and presented to her in recognition of her service to the District since 1972.
2. Retirement – Ms. Donna Manno, Staff Development Coordinator, Range 24, Step E, Staff Development/Human Resources Division, Administrative Services Area, effective March 3, 2005, plus accrued vacation and that a plaque be prepared and presented to her in recognition of her service to the District since 1980.
3. Retirement – Mr. Alberto Narvaez, Night Custodian, Range 20, Step E, Facilities Planning & Services Division, Administrative Services Area, effective December 31, 2004, and that a plaque be prepared and presented to him in recognition of his service to the District since 1990.
4. Resignation – Mr. Craig Blum, Groundskeeper/Gardener II, Range 28, Step E, Facilities Planning & Services Division, Administrative Services Area, effective January 3, 2005.

February 22, 2005

Human Resources – Administrative Services - 6

5. Amend Personal Leave of Absence 20%– Ms. Lisa Perez, Student Services Technician, Range 28, Step D, Counseling and Student Services Division, Student and Community Advancement Area, effective October 1, 2004 through February 23 instead of October 30, 2005.
6. Personal Leave of Absence 4.15% - Ms. Kathleen Collins, 83.33% Secretary, Humanities Division, Academic Affairs Area, effective February 12 through June 10, 2005.
7. Personal Leave of Absence 5% - Ms. Katherine Conley, 75% Cosmetology Assistant, Range 19, Step E, Industry & Technology Division, Academic Affairs Area, effective February 12 through June 10, 2005.
8. Personal Leave of Absence 25% - Mr. Edward Gropp, Bookstore Sales Assistant, Range 18, Step E, Bookstore Division, Administrative Services Area, effective January 26 through February 28, 2005.
9. Personal Leave of Absence 10% - Ms. Ruth Sanchez, Assistant to Vice President, Range 12, Step E, (Confidential Salary Schedule) Administrative Services Area, effective February 14 through June 10, 2005.
10. Personal Leave of Absence – 50% - Ms. Charlotte Thompson, Project Specialist, Range 32, Step D, Learning Resources, Academic Affairs Area, effective February 1 through July 29, 2005.
11. Personal Leave of Absence – 50% - Ms. Michele Whiting, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective April 1 through June 3, 2005.
12. Change of Assignment – Mr. Alex Kelley, Director of Information Technology Services, Range 16, Step E, Information Technology Services Division, Administrative Services Area, to Interim Vice President – Administrative Services, effective March 1, 2005, through June 30, 2005, unless otherwise amended.
13. Work Out of Classification – Mr. Satish Warriar, Assistant Director, Information Technology Services, Range 13, Step 5, to Director, Information Technology Services, Range 16, Step 2, Information Technology Services Division, Administrative Services Area, effective March 1 through June 30, 2005 unless otherwise amended.
14. Employment – Ms. Patricia Yanaga. Secretary Range 26, Step A, Transfer Center/Honors Transfer Program/Counseling and Students Services Division, Student and Community Advancement Area, effective March 1, 2005.

Special Project Temporary Administrator:

15. Amend 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 19 instead of January 22 through June 30, 2005.

Temporary Classified Service Employees:

16. Employment – Ms. Ebony Alexander, Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to work 40 hours per week, effective February 1 through June 30, 2005.
17. Employment - Ms. Nancy Bradbury, Data Entry Operator, Range 18, Step A, Human Resources Division, Administrative Area effective January 26, 2005 through June 30, 2005, 24 hours per week, to enter data into Colleague system:
18. Employment – Mr. Brandan Grevatt, Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, to work as-needed for the 2004 –2005 fiscal year.
19. Employment – Ms. Gay Malpede, Fiscal Services Analyst, Range 34, Sep E, Fiscal Services Division, Administrative Services Area, to work 10 – 30 hours per week as needed, effective March 1, 2005 through June 30, 2005.
20. Employment - Ms. Donna Manno, Staff Development Coordinator, Range 24, Step E, (Supervisory Salary Schedule), Staff Development/Human Resources Division, Administrative Services Area, effective March 4 through June 30, 2005, to work 10 – 30 hours per week, to continue operations in the Staff Development Office, not to exceed 470 hours.
21. Employment – Ms. Yvette Perez, Data Entry Operator, Range 18, Step A, Human Resources Division, Administrative Area, effective January 26 through June 30, 2005, 40 hours per week, to enter data into Colleague system.
22. Employment – Ms. Nancy Range, Student Services Advisor, EOP&S/Counseling & Student Services Division, Student and Community Advancement Area, 20-40 hours per week to perform additional support and advisement, effective February 23 through June 30, 2005.
23. Employment – Ms. Toni Rolls, Student Services Technician, EOP&S/Counseling & Student Services Division, Student and Community Advancement Area, 24-40 hours per week to serve students, effective February 23 through June 30, 2005.

TEMPORARY CASUAL EMPLOYMENT:

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown in items 1-20.

1. LauraLee Adkins—Paraprofessional, \$15.00 per hour, Monday through Friday, 8:00 am to 5:00 pm, effective February 23, 2005 through June 30, 2005, Small Business Development Center/Community Advancement, Student and Community Advancement Area, to input WinCats, create reports for funding sources, analyze data, and other duties as needed, VATEA funded.
2. Adrian Amjadi—Teacher’s Assistant IV, \$11.50 per hour, Monday through Friday (varies), 11:00 am to 10:00 pm (varies), effective February 23, 2005 through June 30, 2005, Art Department/Fine Arts, Academic Affairs Area, to help the instructor with students, District funded.
3. Michael Bieber—Paraprofessional, \$9.00 per hour, Monday through Friday (varies), 7:30 am to 5:30 pm, effective February 23, 2005 through June 30, 2005, Community Education/Community Advancement, Student and Community Advancement Area, to assist in day to day operational duties of the Community Education program, District funded.
4. Daniel Engler—Professional II, \$32.00 per hour, Monday through Friday (varies), 8:00 am to 6:00 pm (varies), effective February 9, 2005 through June 30, 2005, Workplace Learning Resource Center/Community Advancement, Student and Community Advancement Area, to instruct part-time for the Standards for Training Certification and Watch Keeping (STCW), VATEA funded.
5. Daniel Engler—Professional II/EMT & Fire Academy Teacher’s Assistant IV (Public Safety Trainer), \$32.00 and \$ 11.50 per hour, Sunday through Saturday (varies), 8:00 am to 10:00 pm (varies), effective February 23, 2005 through June 30, 2005, Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership & professional services in the Fire Academy program, District funded.
6. Roberto Fagan—Bookstore Aide III, \$7.25 per hour, Monday through Friday, 7:30 am to 4:00 pm, effective February 7, 2005 through June 30, 2005, Bookstore, Administrative Services Area, to cashier at the convenience store, and to assist with customer service on the sales floor, District funded.
7. Jan Lang—Teacher’s Assistant I, \$6.75 per hour, Monday through Friday (varies), 8:00 am to 4:00 pm (varies), effective February 23, 2005 through June 30, 2005, Child Development Center/Behavioral & Social Sciences, Academic Affairs Area, to assist teachers in planning, organizing, and managing a classroom, CDC funded.
8. Stacie Leong—Program Assistant, \$8.00 per hour, Monday through Friday, 7:30 am to 4:00 pm, effective January 31, 2005 through June 30, 2005, Bookstore, Administrative Services Area, to assist with cashiering, customer and sales floor assistance, District funded.

9. Kelsey Lino—Program Assistant II, \$9.00 per hour, Monday through Thursday, 10:30 am to 5:00 pm, effective February 23, 2005 through June 30, 2005, Transfer Center/Counseling Division, Student and Community Advancement Area, to assist students with transfer information resources, organization of transfer events and promotion of events, District funded.
10. Rhan McNeal—Lifeguard, \$9.00 per hour, Monday through Saturday (varies), 8:00 am to 6:00 pm (varies), effective February 12, 2005 through June 30, 2005, Workplace Learning Resource Center/Community Advancement, Student and Community Advancement Area, to lifeguard for the Standards for Training Certification and Watch Keeping (STCW)/Maritime program, VATEA funded.
11. Hugo Molina—Police Cadet III, \$9.00 per hour, Monday, Wednesday, and Friday, 8:00 am to 12:00 pm, effective November 20, 2004 through June 30, 2005, Campus Police, Administrative Services Area, to provide Police Cadet duties, District and VATEA funded.
12. Consuelo Morales—Interpreter II, \$19.25 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective February 20, 2005 through June 30, 2005, Health Sciences & Athletics/Special Resources Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, District and VATEA funded.
13. Cristina Nieto—Paraprofessional, \$12.00 per hour, Monday through Thursday and one Saturday a month, 8:00 am to 9:00 pm (varies), effective February 2, 2005 through June 30, 2005, Inglewood Center/Community Advancement, Student and Community Advancement Area, to provide office support for the Inglewood Center, District funded.
14. Ruth Patterson—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 & Athletics/Special Resources Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, District and VATEA funded.
15. June Payne—Teacher’s Assistant III, \$7.50 per hour, Sunday through Saturday (varies), 7:00 am to 10:00 pm (varies), effective February 14, 2005 through June 30, 2005, Health Sciences & Athletics/Special Resources Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, District and VATEA funded.
16. Arkadiy Sheynshteyn—Tutor III, \$9.50 per hour, Monday through Friday, 10:00 am to 1:00 pm, effective February 23, 2005 through June 30, 2005, Learning Resources Center/ Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, District and VATEA funded.

17. Sean Smith—Stage Assistant IV, \$9.00 per hour, days are as needed basis, hours varies, effective February 23, 2005 through June 30, 2005, Production Office/Fine Arts, Academic Affairs Area, to provide assistance for the various Fine Arts events, District and VATEA funded.
18. Millie Sweesy-Barger—Paraprofessional, \$12.00 per hour, Monday through Friday, 8:00 am to 5:00 pm (varies), effective February 23, 2005 through June 30, 2005, Health Sciences & Athletics/Special Resources Center, Administrative Services Area, to supervise the Fitness Center, performance of fitness assessments, and individual counseling for exercise prescription, District funded.
19. Matthew Toda—Police Cadet III, \$9.00 per hour, Monday, Wednesday, and Friday, 8:00 am to 5:00 pm (varies), effective January 24, 2005 through June 30, 2005, Campus Police, Administrative Services Area, to provide Police Cadet duties, District and VATEA funded.
20. The following individuals to work as Program Assistant II, \$9.00 per hour, Monday through Friday, 7:30 am to 4:00 pm, effective January 20, 2005 through June 30, 2005, Bookstore, Administrative Services Area, to help with receiving and stocking merchandise, customer assistance, C-stores and Bookstore cashier, District funded.

Derek Reed
Mishaun Watkins

B. CLASSIFIED PROFESSIONAL GROWTH

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

ECC Community Education: Introduction to Microsoft Excel 2003 – Jonelle Jones-Morrison.
Mar. 12, 2005. \$79.00

LACOE Workforce & Organizational Development: “Caring for Customers” Workshop, Downey, CA -
Urania L. Yuan. Mar. 3, 2005. \$50.00 plus mileage.

Little Company of Mary Community Health Foundation: “A Woman’s Day” Conference, Torrance, CA -
Urania L. Yuan. Mar. 4, 2005. \$150.00 plus mileage.

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructors to teach in the designated discipline(s) during employment at El Camino College:

Health Sciences & Athletics
Krysti Rosario

Industry and Technology
Michael Inman
Robert Tyler

Natural Sciences
Marlon Jones

D. REVISION OF CLASSIFICATION SPECIFICATIONS AND TITLE CHANGE FOR ADMINISTRATOR POSITION:

It is recommended that the Board approve the revision of classification specifications and change in title for the Director of Information Technology Services as shown on pages 13-18.

E. VOLUNTEERS:

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

Cristiane Fonseca
Niambi Gravelly
Yury Najarro
Kristen Wardlaw

Pages 13-15 left intentionally blank, old position description for Director of Information Systems is not available electronically.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services, provide leadership and direction in the planning, implementation and maintenance of the District's information technology systems including, but not limited to network programming, security, and other interface with shared information systems to include institution wide strategic planning, budgeting for information technologies, and coordination and integration of all District information technology matters. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Manage the Information Technology Services Division and provide leadership and direction by developing and articulating a shared vision of technology uses and benefits.

Develop, implement, and maintain the District's Technology Plan working collaboratively with instructional technology proponents.

Develop policy guidelines and establish priorities in conjunction with the District's comprehensive planning and budgeting processes.

Coordinate the District's effort to assure the integrity, reliability and security of computerized information systems, standards, policies and data.

Determine requirements of new applications and modifications to existing systems.

Provide direction and manage the technology infrastructure for voice and data.

Provide recommendations to the Superintendent/President and members of the executive management team for major hardware and software lease or purchases.

Ensure the delivery of quality technology through effective needs assessment and system design, selection and implementation processes.

Facilitate the integration of major management information system capabilities to satisfy end user requirements and system-wide accountability.

Participate in the development and implementation of budget and operating policies, procedures and objectives for information technology and information systems expenditures for multi-faceted use and service. Reviews and approves the expenditure of designated funds.

Implement and support contracted services with external agencies such as the Los Angeles County Office of Education.

Direct, supervise and evaluate assigned personnel.

Evaluate staff training and development needs and provides training and educational opportunities for district personnel to maintain and upgrade technical skills.

Maintain an awareness of and in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required.

Prepare and monitor budgets and allocate resources within budget constraints.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Mainframe, micro, and network operating systems
- Development/implementation of operating policies, procedures and objectives for information technology
- Systems security and interoperability standards
- Needs assessment methods and project management practices
- System design, selection and implementation
- Strategies for developing, implementing and maintaining technology master plans
- Methods for gathering and presenting general, statistical and technical data
- Budget development and expenditure tracking
- Principles and practices of administration, supervision and training

ABILITY TO:

- Manage the Information Technology Services Division.
- Lead, motivate, direct, train and evaluate personnel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan and prioritize work.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Provide effective customer service and end user satisfaction.
- Manage several projects simultaneously.
- Demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, cultural and disabled populations.
- Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

This position requires any combination of education and experience that is equivalent to Bachelor's degree in a related field from an accredited college or university and at least five years of full-time supervisory or management experience overseeing all aspects of an information systems program which utilizes distributive data processing and a large, complex network; and, must have significant experience leading, motivating, directing, training and evaluating personnel and a demonstrated commitment and ability establishing excellent customer services and end-user satisfaction.

DESIRABLE QUALIFICATIONS:

Education/Training: An earned Masters degree from an accredited college or university with a major in a related field such as computer science, public administration, business information management, computer engineering or equivalent.

Experience: Experience with financial, personnel, payroll and student systems and processes and related software; principles and practices related to system audit and security.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

Travel within and outside of the District in performing responsibilities and functions.
Work under tight timelines.

Administrator Salary Range 16
Board Approved: February 22, 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 Member Page 1
- B. Signature Authorization Page 1

A. Absence of Board Member

It is recommended that the Board excuse Student Trustee Bryce Matson from the March 21, 2005 Board Meeting with no loss of salary to attend the National Grassroots Legislative Conference in Arlington, Virginia.

B. Signature Authorization

It is recommended that the Board authorize Alex Kelley to sign 1) "A" and "B" Warrants, 2) Contracts, 3) Purchase Orders, 4) Purchase Orders for the Bookstore, 5) Change Orders, 6) Notices of Employment and Orders for Salary Payments, 7) Revolving Cash Fund, 8) Cafeteria Fund, 9) Trust Funds, 10) Associated Students Bank Account, 11) Bookstore Fund, 12) El Camino College Business Office Account, 13) Auxiliary Services Fund, 14) Dental Self-Insurance Fund – Wells Fargo Bank Account, 15) National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service, 16) Computer Loan Revolving Cash Fund – El Camino Community College District, and 17) El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates.