

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
MONDAY, JULY 16, 2001

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, July 16, 2001, in the Board Room at El Camino College.

The following Trustees were present: Mrs. Lila S. Hummel, President; Mr. Delmer L. Fox, Vice President; Dr. Nathaniel Jackson, Secretary; Dr. Robert Haag; Mr. William Beverly; and Mr. Glen Chapple, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Patricia Caldwell, Vice President—Student and Community Advancement; Mr. Victor Hanson, Vice President—Administrative Services; and Dr. Roger Quadhamer, Acting Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of June 11, 2001

The Minutes of the Regular Board Meeting of June 11, 2001, were approved as presented.

Consent Agenda

It was moved by Mr. Fox, seconded by Dr. Haag, that the Board approve items presented on the agenda in the following areas:

Academic Affairs

Center for the Arts Presentations-2001-2002
Destruction of Records
International Education/Study Abroad Program-Fall 2001

Student and Community Advancement

Student Field Trips
UCLA Bridges Grant Summer Research Program
Community Education Program-Summer 2001
Counseling Services Division Retreat for 2001
Financial Aid & Scholarship Division Retreat 2001
Resolution – Child Development Center
Grant Information and Acceptance

Administrative Services

Inglewood Fire Training Facility
Transfer of Funds to Child Development Fund 11

District Appropriations Limit for 2001-02
Revised Board Policies – Second Reading
Declaration of Surplus Property
Purchase Orders

Human Resources

Employment and Personnel Changes
Classified Professional Growth
Revised Administrator Positions and Classification Specifications
Notice of Scheduling of Hearing: El Camino Community College District and the
American Federation of Teachers, Local 1388, AFT, AFL-CIO, to Reopen Negotiations

Superintendent/President

Travel

Motion carried.

El Camino Community College District School Year Calendar for 2002-2003


It was moved by Mr. Beverly, seconded by Dr. Jackson, that the Board adopt the El Camino Community College District School Year Calendar for 2002-2003. At the Board's request, President Fallo said he will present an alternative calendar at the next Board Meeting showing two five-week summer sessions. Motion carried.

Closed Meeting

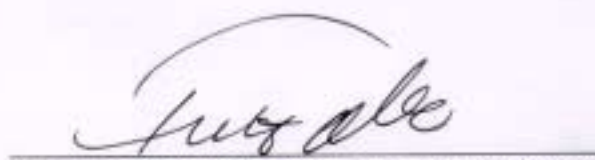
Meeting adjourned to a Closed Meeting at 5:10 p.m.

Adjournment

Meeting reconvened at 6:15 p.m. and immediately adjourned.



Nathaniel Jackson, Secretary of the Board



Thomas M. Fallo, Secretary to the Board

Board of Trustees

El Camino Community College District

Agenda, Monday, July 16, 2001
4 p.m.



Mrs. Lila S. Hummel
President
Trustee Area Four

Mr. Delmer L. Fox
Vice President
Trustee Area Two

Dr. Nathaniel Jackson,
Secretary
Trustee Area One

Dr. C. Robert Haag
Member
Trustee Area Five

Mr. William Beverly
Member
Trustee Area Three

Mr. Glen Chapple
Student Member

Dr. Thomas M. Fallo
Superintendent,
El Camino Community College District
President,
El Camino College

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506-0001
Telephone: (310) 532-3670

- I. Roll Call, Pledge of Allegiance to the Flag
- II. Approval of Minutes of the Regular Board Meeting of June 11, 2001
- III. Presentations (none)
- IV. Public Hearing (none)
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Page 1
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1 - 11
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 - 23
See Human Resources Agenda, Pages 1 - 30
 - E. Superintendent/President
See Superintendent/President Agenda, Pages 1 - 2
- VI. Public Comment on Non-Agenda Items
- VII. Oral Reports
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report

Board of Trustees

El Camino Community College District



Mrs. Lila S. Hummel
President
Trustee Area Four

Mr. Delmer L. Fox
Vice President
Trustee Area Two

Dr. Nathaniel Jackson,
Secretary
Trustee Area One

Dr. C. Robert Haag
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Trustee Area Five

Mr. William Beverly
Member
Trustee Area Three

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El Camino Community College District
President,
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VIII. Closed Session

- A. Existing Litigation, Brown Act Section 54946.9
 - 1. Case BS 047821
 - 2. Case 0640-0122
- B. Labor Relations, Brown Act 54957.8
 - 1. American Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
- C. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 2 cases
- D. President Evaluation

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

Page No.

A. Center for the Arts Presentations -- 2001/2002 1

B. Destruction of Records 1

C. International Education/Study Abroad Program – Fall 2001 1

A. CENTER FOR THE ARTS PRESENTATIONS – 2001/2002

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

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
<u>2001-02</u>		
<u>Resident Artist Payment Correction</u>		
1. Cathy Coan, lecture (Note: Previously Board approved May 21, 2001 for \$500)	June 30, 2001	\$750

B. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees authorize destruction of Class III-Disposable Records for the Fiscal Year 1996-97 and all preceding years. The following records have met the retention period requirements and are not in conflict with the Administrative Code, Title 5, Education Code Sections 59020 through 59029;

Fine Arts Division, Center for the Arts: Ticket Stubs, Operator's Drawer Reports, Customer's Files A-Z, Ticket Office Transaction Reports, Performance Files, Deposit Recaps, Show Files and Reports.

C. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM

It is recommended that the Board approve the following International Education/Study Abroad Program for Fall 2001:

Dr. Ellen Antoine—On-Site Program Director for the Fall 2001 session in Paris, France. Her duties as on-site director will include but will not be limited to teaching the following courses: Political Science 1 (Governments of the United States and California); Political Science 2 (Comparative Politics); Political Science 10 (Introduction to International Relations); Political Science 5 (Race and Ethnicity in Politics); advising students and interacting with French faculty who are teaching French 1 (Elementary French I); French 2 (Elementary French II); Art 3 (History of Western Art – Proto-Renaissance to 19th Century), English 36 (World Literature – 1650 to 1900), and administering the program in Paris, France.

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 TRIPS

It is recommended that the Board approve the following student Field Trips sponsored by the El Camino College Language Academy and EOP&S Early Start Program. The purposes of the trips are to provide university and career opportunities and cultural enrichment.

July 13, 2001 – Betsy Bojorquez, Lee Douglas, Shirley Harris, Carolyn Hardy, Charlotte Ashford, and Darryl Thompson – King Drew Medical Center Early Start Program, Los Angeles, California. Estimated students 45. Depart 9:30am; return 2pm. Transportation by vans.

July 13, 2001 – Giselle Richards – Universal Studios Citywalk, Universal City, California. Estimated students 35. Depart 9:45am; return 4pm. Transportation by bus.

July 20, 2001 - Betsy Bojorquez, Lee Douglas, Shirley Harris, Carolyn Hardy, Charlotte Ashford, and Darryl Thompson. Museum of Tolerance, Los Angeles, California. Estimated students 45. Depart 9:30am; return 2pm. Transportation by vans.

July 27, 2001 - Betsy Bojorquez, Lee Douglas, Shirley Harris, Carolyn Hardy, Charlotte Ashford, and Darryl Thompson. Cal State University at Long Beach, Long Beach, California. Estimated students 45. Depart 9:30am; return 2pm. Transportation by vans.

August 3, 2001 - Betsy Bojorquez, Lee Douglas, Shirley Harris, Carolyn Hardy, Charlotte Ashford, and Darryl Thompson. Magic Mountain, Valencia, California. Estimated students 45. Depart 8:30am; return 11pm. Transportation by bus.

September 7, 2001 – Giselle Richards – J. Paul Getty Museum, Los Angeles, California. Estimated students 35. Depart 2pm; return 8pm. Transportation by bus.

B. UCLA BRIDGES GRANT SUMMER RESEARCH PROGRAM

It is recommended that the Board approve payment of a stipend to Ele Lozares and Faiza Siddiqui, participants in the UCLA Bridges Grant summer research program (Science Research program with UCLA), June 11, 2001 through August 17, 2001. Students in the program are paid \$2,500 each. \$1,250 is paid by UCLA and \$1,250 is paid through El Camino College Partnership for Excellence funds for 2000/2001.

C. COMMUNITY EDUCATION PROGRAM – SUMMER 2001

It is recommended that the Board approve instructor changes for the following Community Education program courses for Summer 2001. Courses and instructor guidelines were approved at the May 21, 2001 meeting of the Board of Trustees:

<u>Course #</u>	<u>Course Name</u>	<u>Instructor</u>
16086	Vocabulary, Grade 3-4	Ha, Jane Ewing-Warner, Stephanie
16193	Spelling, Grade 3-4	Ha, Jane Lewis, Ray

D. COUNSELING SERVICES DIVISION RETREAT FOR 2001

It is recommended that the Board approve the Counseling Services Division Retreat held June 21, 2001 at the Portofino Inn, Redondo Beach, California. The Retreat allowed staff to team build, brainstorm, bond and develop a better understanding and working relationship, discuss current trends, issues and accomplishments of staff. Expenses in the amount of \$4,500 was paid from the Counseling Services Division account.

E. FINANCIAL AID & SCHOLARSHIP DIVISION RETREAT FOR 2001

It is recommended that the Board approve the Financial Aid & Scholarship Division Retreat on August 2, 2001 at the Serra Retreat in Malibu, California. The purpose of the retreat is to improve inter-relations in the office, set goals and objectives for 2001/2002. Expenses in the amount of \$750 for the facility fee will be paid from Financial Aid & Scholarship account.

F. RESOLUTION – CHILD DEVELOPMENT CENTER

It is recommended that the Board approve the Resolution with the California State Department of Education as shown on page 5. The purpose of the Resolution is to certify the approval of the governing board to enter into an agreement with the California State Department of Education for the purpose of providing state-funded child care and development services during fiscal year 2001/2002. During fiscal year 2001/2002, the District will be required to sign various documents from the California State Department of Education regarding the El Camino College Child Development Center. This Resolution entitles appropriate District personnel to initiate and authorize required transactions.

G. GRANT – INFORMATION

It is recommended that the Board receive information concerning the following Grant:

Chancellor's Office – Strengthening Transfer of Prospective Teachers to the CSUs. This is the third and final year of the project. The implementation of the program is expected to result in (a) a 15% increase in the number of El Camino College Liberal Studies majors who complete their A.A. degree and transfer to Liberal Studies Programs at Cal State University at Dominguez Hills (CSUDH) and Cal State University at Long Beach (CSULB); and (b) a 10% increase in the number of students who successfully complete the core Liberal Studies courses at CSUDH and CSULB during the first year after transferring.

Amount of Grant Funding from Granting Agency	\$12,747
Amount of College Match (In-kind)	<u>\$44,520</u>
Total Amount of Grant	\$57,267
Indirect Rate: (\$490.28) (4%)	
Performance Period: June 30, 2001 through June 30, 2002	

H. GRANTS - ACCEPTANCE

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

1. Chancellor's Office – California Virtual Campus (CVC) Professional Development Center. During the third year of this 5-year grant, the CVC Professional Development Center will maintain and enhance the CVC catalog of California technology-integrated education program and courses, and addresses the professional development needs of California Community College faculty, staff and administrators in regard to technology-integrated higher education courses and services.

Amount of Grant from Grant Funding Agency	\$480,000
Amount of College Match	<u>\$ -0-</u>
Total Amount of Grant	\$480,000
Indirect Rate: (\$18,461.52) (4%)	
Performance Period: June 1, 2001 through May 31, 2002	

2. Chancellor's Office – Flashover Container Purchase Project. The El Camino College Fire and Emergency Technology program, with the support of local municipal fire agencies, proposes to use funds under this award to purchase equipment to provide live fire training in a safe and controlled environment. Funds will be used to purchase Phase I and Phase II Swede Survival Flashover Container Systems and the needed supplies to train students enrolled in the El Camino College Fire Academy and currently employed firefighters from local agencies enrolled in college credit in-service courses.

Amount of Grant from Grant Funding Agency	\$61,373
Amount of College Match (In-kind and cash)	\$46,889
Total Amount of Grant	\$108,262
Indirect Rate (\$2,400) (4%)	
Performance Period: July 1, 2001 through June 30, 2002	

I. EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR FOR 2002/2003

It is recommended that the Board approve the El Camino Community College District School Year Calendar for 2002/2003 as shown on pages 6-11. The faculty, staff, administration and students of El Camino College are recommending the implementation of a sixteen-week compressed calendar beginning in Academic Year 2002/2003. The original recommendation to move to a sixteen-week calendar came from the Calendar Committee. The Committee's recommendation remains intact with the exception of the length of the summer session.

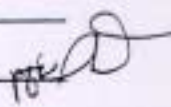
RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2001/02.

RESOLUTION

BE IT RESOLVED that the Governing Board of _____
El Camino Community College District

authorizes entering into local agreement number/s GPPE-1116 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.


<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Thomas M. Fallo</u>	<u>President/Superintendent</u>	

PASSED AND ADOPTED THIS 16th day of July 2001/02, by the Governing Board of El Camino Community College District of Los Angeles County, California.

I, Thomas M. Fallo, Clerk of the Governing Board of

El Camino Community College District, of Los Angeles, County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a _____ meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

 _____
(Clerk's signature)

July 16, 2001
(Date)

July 16, 2001

Student and Community Advancement - Page 5

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2002-2003**

AUGUST 2002

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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SEPTEMBER 2002

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OCTOBER 2002

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NOVEMBER 2002

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DECEMBER 2002

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[29]	[30]	*31				

JANUARY 2003

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FEBRUARY 2003

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MARCH 2003

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APRIL 2003

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MAY 2003

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JUNE 2003

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[29]	30					

JULY 2003

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[27]	28	29	30	31			

AUGUST 2003

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[24]	25	26	27	28	29	[30]	
[31]							

Fall	Spring	Flex	Summer 1	Summer 2	Winter Intersession	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

[*] - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Fall Semester – 2002

August	29	Flex Day
August	30	Flex Day (Mandatory)
September	2	Labor Day Holiday
September	3	Classes Begin
September	7 & 8	Weekend Classes Begin
November	11	Veterans Day Holiday
November	28&29	Thanksgiving Holidays
November 30 & Dec 1		Classes Not In Session
December	22	Semester Ends
December	24&25	Christmas Holidays
December 31 & Jan 1		New Year's Holidays

Spring Semester – 2003

February	10	Classes Begin
February	14	Lincoln's Holiday
February	17	Washington's Holiday
April	7 & 8	Flex Days
April	9-13	Spring Break
May	26	Memorial Day Holiday
June	6	Graduation
June	8	Semester Ends

Winter Intersession

January 6 – February 7, 2003 (No Saturday Classes)
January 20, 2003 Martin Luther King Holiday

Summer Session – 2003

6-Weeks Sessions

June 16 – July 24, 2003
June 23 – July 31, 2003
June 30 – August 7, 2003

8-Weeks Session

June 23 – August 14, 2003

EL CAMINO COMMUNITY COLLEGE DISTRICT

SCHOOL YEAR

CALENDAR SCHEDULE

2002-2003

Fall Semester – 2002

Faculty & Staff Development Flex Day	Thursday	Aug 29	2002
Faculty & Staff Development Flex Day (Mandatory)	Friday	August 30	2002
Labor Day Holiday (All Employees)	Monday	September 2	2002
Fall Semester Classes Begin	Tuesday	September 3	2002
Weekend Classes Begin	Sat/Sun	September 7 & 8	2002
Last Day to Drop and to File for Refund of Enrollment Fee	Monday	September 16	2002
Active Enrollment Census	Monday	September 16	2002
Last Day to Drop Without Notation on Permanent Record	Friday	September 23	2002
Mid-Term Classes Begin	Monday	October 28	2002
Veterans Day Holiday (All Employees)	Monday	November 11	2002
Last Day to Drop with a "W"	Thursday	November 14	2002
Thanksgiving Day Holidays (All Employees)	Thurs-Fri	November 28 & 29	2002
Fall Semester Ends	Sunday	December 22	2002
Winter Holidays (All Employees)	Tues-Wed	December 24-25	2002
New Year's Holidays (All Employees)	Tues-Wed	December 31-Jan 1	2002-2003

Winter Intersession – 2003

Classes Begin	Monday	January 6	2003
Last Day to Drop and to File for Refund of Enrollment Fee	Friday	January 10	2003
Martin Luther King Holiday (All Employees)	Monday	January 20	2003
Winter Intersession Ends	Friday	February 7	2003

Spring Semester - 2003

Spring Semester Classes Begin	Monday	February 10	2003
Lincoln's Day Holiday (All Employees)	Friday	February 14	2003
Weekend Classes Begin	Sat/Sun	February 15 & 16	2003
Washington's Day Holiday (All Employees)	Monday	February 17	2003
Active Enrollment Census	Monday	February 24	2003
Last Day to Drop and to File for Refund of Enrollment Fee	Tuesday	February 25	2003
Last Day to Drop Without Notation on Permanent Record	Monday	March 3	2003
Faculty & Staff Development Flex Days	Mon/Tues	April 7 & 8	2003
Spring Recess (Faculty & Students)	Wed-Sun	April 9-13	2003
Mid-Term Classes Begin	Monday	April 14	2003
Last Day to Drop with a "W"	Friday	May 2	2003
Memorial Day Holiday (All Employees)	Monday	May 26	2003
Graduation	Friday	June 6	2003
Spring Semester Ends	Sunday	June 8	2003

Summer Sessions – 2003

Last Day to Drop and to File for Refund of Enrollment Fee:
 First Six Weeks: June 19, 2003; Second Six Weeks – June 26, 2003; Third Six Weeks – July 8, 2003
 Eight Weeks: June 26, 2003

Saturdays – No Classes – 2002/2003:

Fall Semester	Spring Semester
November 30 & December 1, 2002 (Thanksgiving Weekend)	April 12 & 13, 2003 (Spring Break Weekend)
December 28 & 29, 2002 (Christmas Weekend)	

Board Approved:

July 16, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2002-2003
FOUR-WEEKS/EIGHT-WEEKS COURSE DATES

FALL SEMESTER - 2002

First Four Weeks

September 3 – September 27, 2002
(19 Days)

First Eight Weeks

September 3 – October 25, 2002
(39 Days)

Second Four Weeks

September 30 – October 25, 2002
(20 Days)

Second Eight Weeks

October 28 – December 20, 2002
(37 Days)

Third Four Weeks

October 28 – November 22, 2002
(19 Days)

Fourth Four Weeks

November 25 – December 20, 2002
(18 Days)

SPRING SEMESTER - 2003

First Four Weeks

February 10 – March 7, 2003
(18 Days)

First Eight Weeks

February 10 – April 4, 2003
(38 Days)

Second Four Weeks

March 10 – April 4, 2003
(20 Days)

Second Eight Weeks

April 14 – June 6, 2003
(39 Days)

Third Four Weeks

April 14 – May 9, 2003
(20 Days)

Fourth Four Weeks

May 12 – June 6, 2003
(19 Days)

Board Approved:

July 16, 2001

Student and Community Advancement – Page 9

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**EL CAMINO COMMUNITY COLLEGE DISTRICT
HOLIDAYS FOR 12-MONTH EMPLOYEES
FISCAL YEAR 2002/2003**

1.	Independence Day Holiday	Thursday, July 4	2002
2.	Labor Day Holiday	Monday, September 2	2002
3.	Veterans Holiday	Monday, November 11	2002
4.	Thanksgiving Holiday	Thursday, November 28	2002
5.	Local Holiday	Friday, November 29	2002
6.	Local Holiday	Tuesday, December 24	2002
7.	Christmas Holiday	Wednesday, December 25	2002
8.	Local Holiday	Tuesday, December 31	2002
9.	New Year's Holiday	Wednesday, January 1	2003
10.	M. L. King's Holiday	Monday, January 20	2003
11.	Lincoln's Holiday	Friday, February 14	2003
12.	Washington's Holiday	Monday, February 17	2003
13.	Memorial Day Holiday	Monday, May 26	2003

Board Approved:

July 16, 2001

Student and Community Advancement – Page 10

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUMMER SCHOOL YEAR CALENDAR
SUMMER 2003**

JUNE

S	M	T	W	T	F	S
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JULY

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[27]	28	29	30	31		

AUGUST

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[17]	18	19	20	21	22	[23]
[24]	25	26	27	28	29	[30]
[31]						

SUMMER SESSIONS -----2003

Six-Week Sessions

June 16 through
June 23 through
June 30 through

July 24, 2003
July 31, 2003
August 7, 2003

Eight-Week Session

June 23 through August 14, 2003

[*] – Holiday (Faculty, Staff, Students)
[] – Classes Not In Session. Campus Closed

Summer Schedule – 2003

The 4-day, 8 hour a day workweek for classified and administrative employees will begin Monday, June 9, 2003 and end Friday, August 1, 2003. Fridays are non-working days during this 8-week period.

Board Approved:

July 16, 2001

Student and Community Advancement – Page 11

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

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F. Purchase Orders	17

A. INGLEWOOD FIRE TRAINING FACILITY

It is recommended that the Board of Trustees ratify the purchase of the Inglewood Fire Training Facility at the physical address of 200 W. Beach Street, Inglewood CA. This property is located at the intersection of Fir and Beach and encompasses the properties with addresses of 206-214 West Beach Street. The final purchase price including escrow fees is \$1,153,165.

B. TRANSFER OF FUNDS TO CHILD DEVELOPMENT FUND 11

It is recommended that \$50,000 of moneys in the 2001-02 General Fund-Unrestricted budget be transferred to the Child Development Fund to offset a shortfall in revenues anticipated from fees and State apportionment.

C. DISTRICT APPROPRIATIONS LIMIT FOR 2001-02

It is requested that the Board of Trustees adopt the resolution, establishing the Appropriation Limit of \$98,022,090 for the 2001-2002 fiscal year. Article XIII B of the State Constitution as approved by the voters in November 1979 requires the establishment of an Appropriation Limit on "Proceeds of Taxes" revenues for public agencies, including school districts. The governing board must approve each year the appropriation limit for the District.

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2001-2002

DISTRICT NAME: EL CAMINO COMMUNITY COLLEGE DATE: July 16, 2001

I. 2001-2002 APPROPRIATIONS LIMIT:

A. 2000-2001 Limit		<u>\$ 93,129,190</u>
B. Price factor: 1.0782		
C. Population factor:		
1. 1999/2000 Second Period Actual FTES	<u>17,687</u>	
2. 2000/2001 Second Period Actual FTES	<u>17,266</u>	
3. 2000/2001 Population change factor (line C.2. divided by line C.1.)	<u>.9762</u>	
D. 2000-2001 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		<u>\$ 98,022,090</u>
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	\$	
2. Temporary voter approved increases	
3. Total adjustments - increase	
Sub-Total		\$
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	\$	
2. Lapses of voter approved increases	
3. Total adjustments - decrease	< >
G. 2001-2002 Appropriations Limit		<u>\$ 98,022,090</u>

II. 2001-2002 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	\$	<u>40,824,949</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	180,000
C. Local Property taxes		
D. Estimated excess Debt Service taxes	22,814,354
E. Estimated Parcel taxes, Square Foot taxes, etc.	0
F. Interest on proceeds of taxes		
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates	< >
H. 2001-2002 Appropriations Subject to Limit		<u>\$ 63,819,303</u>

H:\Winword\Gann Limit 2001-2002\Gann 2001-2002 Memo.doc, 5/3/01, ER

D. **REVISED BOARD POLICIES – SECOND READING**

It is recommended that the Board accept the following revised Board policies for second reading (including the policies they replace):

<u>Revised Policy # (to be adopted)</u>	<u>Replaces # (to be deleted)</u>
3820 Gifts	3570
6800 Safety	3600/3601
6900 Bookstore	3582

These policies are shown below.

The Board shall require that all gifts, donations and bequests be made to the El Camino College Foundation and that the Foundation's policies and procedures be followed.

Reference:

Education Code Section 72122

El Camino College
Adopted:

Replaces Board Policy # 3570

Acceptance of Gifts

3570

All gifts to the District shall be approved by the Board of Trustees before acceptance. The Board of Trustees will not accept gifts whose value is less than the amount necessary to repair the gift and/or to install the gift, or that materially changes the educational program, or in which the District must assume financial liability in case of default on the part of the donor.

El Camino College
Policy
Adopted: 5/29/84

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

1. Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
2. Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
3. Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
4. Prohibition of the use of tobacco in all public buildings.

El Camino College
Adopted:

Replaces Board Policy # 3600/3601

ENVIRONMENTAL HEALTH AND SAFETY

It shall be the policy of the Governing Board of the El Camino Community College District to attempt to provide an environment which seeks to maintain a healthful and safe campus for its employees, students and visitors, as well as for the community it serves.

El Camino College
Policy
Adopted: 2/13/89

CAMPUS SMOKING POLICY

Because of the clear evidence of the harmful nature of smoke inhalation and because of the general concern over air contamination, the El Camino Community College District bans smoking within all campus buildings and in college vehicles, except in the areas designated for smoking in the Cafeteria and Activities Center.

El Camino College
Policy
Adopted: 11/28/88
Amended: 2/13/89; 4/10/89

A College bookstore shall be established and operated by the District.

Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board

Reference:

Education Code Section 81676.5

El Camino College

Adopted:

Replaces Board Policy # 3582

El Camino College Bookstore

The bookstore fund of El Camino College is established into which the proceeds derived from the operation of the bookstore shall be deposited. The fund shall operate under the name, "El Camino College Bookstore". The purpose of the bookstore is for offering for sale, textbooks, supplementary textbooks, school supplies, stationery supplies, confectionery items, and related auxiliary school supplies and services. Money derived from the fund shall be deposited or invested in one or more of the following ways:

- (a) Deposits in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- (b) Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations provided such associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation.
- (c) Purchase of United States securities pursuant to subdivision (a) of Section 16430 of the Government Code.

The Vice President - Business or his designate shall act as trustee of the funds derived from the operation of the El Camino College Bookstore. The trustee shall be charged with the responsibility of supervising the management of the bookstore and shall pay, or cause to have paid, necessary expenses, including salaries, wages and costs of capital improvement, which are to be deducted from the El Camino College Bookstore sales. An employee discount of 10% is provided for full-time employees for single purchases of over \$1.00 for items that are not fair traded.

Net proceeds from the operation of the El Camino College Bookstore shall be expended for the general benefit of El Camino College students as determined by the governing board. Funds derived from the operation of the El Camino College Bookstore shall be audited annually pursuant to Education Code Section 17206.

El Camino College
Policy
Adopted: 11/24/58
Amended: 3/23/63, 1/11/71

E. DECLARATION OF SURPLUS PROPERTY

It is recommended that the Board of Trustees approve the appropriate disposition of the following property. Education Code Sections 81450 through 81460 and Board Policy 3310 provide the method and manner of disposal of personal property no longer required or suitable for District use.

EL CAMINO COLLEGE SURPLUS LIST

ECC#	QTY	DESCRIPTION	MANUFACTURER	MODEL	SERIAL#	COND'
28161	1	Computer System	New Tech	Pent 100		4
28146	1	Computer System	New Tech	Pent 100		4
28222	1	Computer System	New Tech	Pent 100		4
28220	1	Computer System	New Tech	Pent 100		4
28213	1	Computer System	New Tech	Pent 100		4
28230	1	Computer System	New Tech	Pent 100		4
28147	1	Computer System	New Tech	Pent 100		4
28173	1	Computer System	New Tech	Pent 100		4
28243	1	Computer System	New Tech	Pent 100		4
28200	1	Computer System	New Tech	Pent 100		4
28187	1	Computer System	New Tech	Pent 100		4
28205	1	Computer System	New Tech	Pent 100		4
28198	1	Computer System	New Tech	Pent 100		4
28185	1	Computer System	New Tech	Pent 100		4
28189	1	Computer System	New Tech	Pent 100		4
28184	1	Computer System	New Tech	Pent 100		4
28204	1	Computer System	New Tech	Pent 100		4
28196	1	Computer System	New Tech	Pent 100		4
28190	1	Computer System	New Tech	Pent 100		4
28201	1	Computer System	New Tech	Pent 100		4
28191	1	Computer System	New Tech	Pent 100		4
28186	1	Computer System	New Tech	Pent 100		4
28172	1	Computer System	New Tech	Pent 100		4
28209	1	Computer System	New Tech	Pent 100		4
28207	1	Computer System	New Tech	Pent 100		4
28208	1	Computer System	New Tech	Pent 100		4
28214	1	Computer System	New Tech	Pent 100		4

*CONDITION: 1=EXCELLENT(in working order) 2=GOOD(needs repairs) 3=FAIR(needs minor repair)
4=POOR(no longer serviceable)

DATE: _____ INVENTORIED BY: _____

LEARNING COLLEGE SURPLUS LIST

ECC#	QTY	DESCRIPTION	MANUFACTURER	MODEL	SERIAL#	COND*
28194	1	Computer System	New Tech	Pent 100		4
28229	1	Computer System	New Tech	Pent 100		4
28167	1	Computer System	New Tech	Pent 100		4
28156	1	Computer System	New Tech	Pent 100		4
28182	1	Computer System	New Tech	Pent 100		4
28152	1	Computer System	New Tech	Pent 100		4
28212	1	Computer System	New Tech	Pent 100		4
28216	1	Computer System	New Tech	Pent 100		4
28224	1	Computer System	New Tech	Pent 100		4
28158	1	Computer System	New Tech	Pent 100		4
28169	1	Computer System	New Tech	Pent 100		4
28217	1	Computer System	New Tech	Pent 100		4
28215	1	Computer System	New Tech	Pent 100		4
28155	1	Computer System	New Tech	Pent 100		4
28151	1	Computer System	New Tech	Pent 100		4
28163	1	Computer System	New Tech	Pent 100		4
28219	1	Computer System	New Tech	Pent 100		4
28227	1	Computer System	New Tech	Pent 100		4
28170	1	Computer System	New Tech	Pent 100		4
28174	1	Computer System	New Tech	Pent 100		4
28175	1	Computer System	New Tech	Pent 100		4
28242	1	Computer System	New Tech	Pent 100		4
28165	1	Computer System	New Tech	Pent 100		4
28154	1	Computer System	New Tech	Pent 100		4
28145	1	Computer System	New Tech	Pent 100		4
28159	1	Computer System	New Tech	Pent 100		4
28228	1	Computer System	New Tech	Pent 100		4

*CONDITION 1=EXCELLENT(in working order) 2=GOOD(needs repairs)
 3=FAIR(needs minor repair) 4=POOR(no longer serviceable)

DATE: _____ INVENTORIED BY: _____

EL CAMINO COLLEGE SURPLUS LIST

ECC#	QTY	DESCRIPTION	MANUFACTURER	MODEL	SERIAL#	COND*
28192	1	Computer System	New Tech	Pent 100		4
28128	1	Computer System	New Tech	Pent 100		4
28225	1	Computer System	New Tech	Pent 100		4
28206	1	Computer System	New Tech	Pent 100		4
28180	1	Computer System	New Tech	Pent 100		4
28188	1	Computer System	New Tech	Pent 100		4
28223	1	Computer System	New Tech	Pent 100		4
28175	1	Computer System	New Tech	Pent 100		4
28179	1	Computer System	New Tech	Pent 100		4
28162	1	Computer System	New Tech	Pent 100		4
28166	1	Computer System	New Tech	Pent 100		4
28157	1	Computer System	New Tech	Pent 100		4
28168	1	Computer System	New Tech	Pent 100		4
28183	1	Computer System	New Tech	Pent 100		4
28199	1	Computer System	New Tech	Pent 100		4
	1	Computer System	New Tech	Pent 100		4
28202	1	Computer System	New Tech	Pent 100		4
29301	1	Computer System	Sys Tech	Pent 166		4
29397	1	Computer System	Sys Tech	Pent 166		4
	1	Monitor	IBM	6318001		3
	1	Monitor	IBM	8514		1
	1	Monitor	Apple Computer	A2M6017		4
	1	Monitor	Apple Computer	M0001A		4
	1	Monitor	NEC	JC1734UMA		3
	1	Monitor	Amorx	Color		3
	1	Monitor	Magnavox	Color		3
	1	Monitor	Dell	Color		3

*CONDITION 1=EXCELLENT(in working order) 2=GOOD(needs repairs)
3=FAIR(needs minor repair) 4=POOR(no longer serviceable)

DATE: _____ INVENTORIED BY: _____

EL CAMINO COLLEGE SURPLUS LIST

ECC#	QTY	DESCRIPTION	MANUFACTURER	MODEL	SERIAL#	COND*
	1	Monitor	GEM	Color		4
	1	Monitor	CTX	Color		3
	4	Monitor	Various	Mono		4
	6	Monitor	Various	Tevisia		4
	9	Monitor	Various			4
	1	Monitor	Taturs	MM1YSAE		4
	4	Monitor	Samsung	Syncmaster		4
	3	Monitor	Macintosh	Action		4
	1	CPU	New Tech			3
	1	CPU	Optiplex	GLS75		3
	1	CPU	Dell Optiplex	GMTS133		3
	10	CPU	Digital			4
	2	CPU	New Tech			4
	1	CPU	IBM			4
	1	CPU	Power			4
	5	CPU	Various			4
	6	CPU	CTX			4
	1	CPU	Digital			4
	1	CPU	Dell	GMT5133		3
	1	CPU	Dell	GXT5100		3
	2	CPU	IBM	8570		1
	1	Notebook	Zeos	386		4
	1	Printer	Epson	P6311B		2
	1	Printer	Epson	P18MA		2
	1	Printer	Epson	LQ1170		2
	1	Printer	HP	6P		4
	1	Printer	Epson	FX870		2

*CONDITION 1=EXCELLENT(in working order) 2=GOOD(needs repairs)
 3=FAIR(needs minor repair) 4=POOR(no longer serviceable)

DATE: _____ INVENTORIED BY: _____

EL CAMINO COLLEGE SURPLUS LIST

ECC#	QTY	DESCRIPTION	MANUFACTURER	MODEL	SERIAL#	COND*
28713	1	computer-monitor-keyboard	Power Computing	Power PC		3
28714	1	"	"	"		"
28715	1	"	"	"		"
28716	1	"	"	"		"
28717	1	"	"	"		"
28722	1	"	"	"		"
28723	1	"	"	"		"
28724	1	"	"	"		"
28725	1	"	"	"		"
28726	1	"	"	"		"
28727	1	"	"	"		"
28728	1	"	"	"		"
28729	1	"	"	"		"
28730	1	"	"	"		"
28731	1	"	"	"		"
28732	1	"	"	"		"
28733	1	"	"	"		"
28734	1	"	"	"		"
28735	1	"	"	"		"
28736	1	"	"	"		"
28737	1	"	"	"		"
28738	1	"	"	"		"
28739	1	"	"	"		"
28740	1	"	"	"		"
	23	Wacom Tablets	Wacom			2

*CONDITION 1=EXCELLENT(in working order) 2=GOOD(needs repairs)
 3=FAIR(needs minor repair) 4=POOR(no longer serviceable)

DATE: _____ INVENTORIED BY: _____

EL CAMINO COLLEGE SURPLUS LIST

ECC#	QTY	DESCRIPTION	MANUFACT.	MODEL	SERIAL#	COND*
11543	1	75 Dump Truck	International	1600	10662EHA15212	4
10084	1	73 Grounds Pickup	Chevrolet		TCQ143Z518944	4
missing	1	83 Grounds Pickup	Chevrolet		No Vin	4
22567	1	88 4 dr. Sedan	Dodge	Aries	183BD46D3JF130885	3
51700	1	94 4 dr. Sedan	Ford	Tempo	1FAPP36X1RK179785	3

*CONDITION 1=EXCELLENT(in working order) 2=GOOD(needs repairs)
 3=FAIR(needs minor repair) 4=POOR(no longer serviceable)

DATE: _____ INVENTORIED BY: _____

F. PURCHASE ORDERS

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

Run Date
6/28/01

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

Meeting Date : 7-16-2001

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 P.O. Cost	Vendor Name	Site Name	Description	
P0031671	Dell Marketing L. P.	VATEA Early Childho	New Equipment - Instructi	\$1,372.68
P0032950	Dell Marketing L. P.	Instructional Servic	New Equipment - Noninstru	\$3,838.32
P0033216	Dell Marketing L. P.	Earth Sciences	New Equipment - Noninstru	\$1,405.08
P0033302	Dell Marketing L. P.	00-01 P4E Computer L	New Equipment - Instructi	\$4,312.44
P0033304	Dell Marketing L. P.	VATEA Business Educa	New Equipment - Instructi	\$1,679.40
P0033305	Dell Marketing L. P.	Parking-Student Fern	New Equipment - Noninstru	\$4,302.72
P0033359	Dell Marketing L. P.	V.P. Academic Affair	New Equipment - Noninstru	\$2,641.68
P0033588	Dell Marketing L. P.	00-01 P4E EQUIPMENT	New Equipment - Instructi	\$1,405.08
P0033591	Dell Marketing L. P.	Transfer Ed and Arts	New Equipment - Noninstru	\$3,950.64
P0033597	Dell Marketing L. P.	Admissions/Recors Of	New Equipment - Noninstru	\$1,391.04
P0033689	Apple Computer, Inc.	00-01 P4E FINE ARTS	New Equipment - Instructi	\$91,393.92
P0033691	Dell Marketing L. P.	00-01 P4E ART B320 &	New Equipment - Instructi	\$1,856.52
P0033730	Dell Marketing L. P.	TANF	New Equipment - Noninstru	\$2,015.28
P0033821	Dell Marketing L. P.	Admissions/Recors Of	New Equipment - Noninstru	\$1,437.48
P0033828	Barrett-Robinson	Behavioral & Soc Sci	New Equipment - Instructi	\$2,015.86
P0033831	Dell Marketing L. P.	Matriculation	New Equipment - Noninstru	\$7,187.40
P0033897	Dell Marketing L. P.	Behavioral & Soc Sci	New Equipment - Instructi	\$2,033.64
P0033967	Barrett-Robinson	00-01 P4E ART B320 &	New Equipment - Instructi	\$1,315.97
P0034024	Dell Marketing L. P.	EOPS	New Equipment - Noninstru	\$2,874.96
P0034025	Dell Marketing L. P.	EOPS	New Equipment - Noninstru	\$1,975.32
P0034027	Spinitar Presentation Products	P4E99-00 12 STEP BAS	New Equipment - Instructi	\$2,376.00
P0034029	Edvotek	Life Sciences	Supplies	\$138.24
P0034032	Cisco Systems	00-01 P4E CISCO ACAD	New Equipment - Instructi	\$21,442.32
P0034035	Cisco Systems	00-01 P4E CISCO ACAD	New Equipment - Instructi	\$39,170.85
P0034040	Dell Marketing L. P.	00-01 P4E CISCO ACAD	New Equipment - Instructi	\$17,285.40
P0034042	Westwood Building Materials Compa	00-01 P4E CISCO ACAD	Supplies	\$26.08
P0034047	Dell Marketing L. P.	00-01 P4E ART B320 &	New Equipment - Instructi	\$10,491.12
P0034052	Safe Navigation	Natural Sci	New Equipment - Instructi	\$330.48
P0034056	Wonderlic	WPLRC Technical Inst	Supplies	\$130.65
P0034059	Reid London House	WPLRC Technical Inst	Supplies	\$120.50
P0034061	Dell Marketing L. P.	CITDI/Calif-Mexico Tr	New Equipment - Noninstru	\$8,168.04
P0034063	Dell Marketing L. P.	P4E99-00 12 STEP BAS	New Equipment - Instructi	\$1,975.32
P0034068	Dell Marketing L. P.	V.P. Academic Affair	New Equipment - Noninstru	\$3,348.00
P0034110	Dell Marketing L. P.	DSPS	New Equipment - Instructi	\$28,100.52
P0034112	Cisco Systems	00-01 P4E CISCO ACAD	New Equipment - Instructi	\$9,936.00
P0034122	Dell Marketing L. P.	Artes de El Camino	New Equipment - Noninstru	\$1,437.48
P0034126	Ada Worklink	00-01 P4E COMPUTERS	New Equipment - Instructi	\$75.59
P0034132	Dell Marketing L. P.	Division Office Inst	New Equipment - Instructi	\$2,676.24
P0034136	Doug Mockett & Company	P4E 99-00 MATH TRF T	Supplies	\$1,019.52

P0034141	Association for Career & Tech.	TANF	Publications/ Periodicals	\$2,183.34
P0034147	A-1 Office Plus Att: Rosa	Behavioral & Soc Sci	New Equipment - Instructi	\$160.38
P0034155	Dell Marketing L. P.	Matriculation	New Equipment - Noninstru	\$5,948.64
P0034187	Strategic Resource Solutions	Facilities/Planning/	New Equipment - Noninstru	\$3,780.00
P0034197	Dell Marketing L. P.	P4E9900 LRC TUTORING	New Equipment - Instructi	\$1,437.48
P0034203	Dell Marketing L. P.	Division Office Inst	New Equipment - Instructi	\$8,232.84
P0034219	Ct Holding, Inc.	Innovation Center	Supplies	\$3,839.22
P0034223	Office Depot	Humanities	Supplies	\$2,630.08
P0034347	Dell Marketing L. P.	00-01 P4E FACULTY LE	New Equipment - Instructi	\$1,975.32
P0034370	Dell Marketing L. P.	Nursing	Liabilities/Fundraising	\$1,975.32
P0034453	Srs / McGraw Hill	Humanities	New Equipment - Instructi	\$16,739.88
P0034454	Tasa	Humanities	New Equipment - Instructi	\$6,042.60
P0034455	Borders Bookstore	Humanities	New Equipment - Instructi	\$142.56
P0034512	Clark Security	Lock Systems Repairs	Supplies	\$4,875.66
P0034518	CCS Presentation Systems Inc.	Nursing	Liabilities/Fundraising	\$9,432.16
P0034539	Hummert International	Natural Sci	New Equipment - Instructi	\$943.92
P0034614	Cde Press	Ca Virtual Uni. 2nd	Software	\$432.55
P0034615	Linwin's Syber Chinese Professor	Humanities	New Equipment - Instructi	\$288.36
P0034616	Verisign	Ca Virtual Uni. 2nd	Software	\$349.00
P0034619	School World Software	SoShowMe	Computer Software Account	\$570.24
P0034620	Sargent-Weich Scientific	Natural Sci	New Equipment - Instructi	\$204.68
P0034621	Newark Electronics	Natural Sci	New Equipment - Instructi	\$484.04
P0034622	Totally Hip Software	SoShowMe	Computer Software Account	\$181.15
P0034623	Sonic Desktop Software	SoShowMe	Computer Software Account	\$538.92
P0034625	Crystal Graphics	Ca Virtual Uni. 2nd	Software	\$426.73
P0034626	Qwiz, Inc.	CalWORKs	Supplies	\$3,974.50
P0034638	Robert Skeels Company	Lock Systems Repairs	Supplies	\$618.45
P0034640	Robert Skeels Company	Lock Systems Repairs	Supplies	\$4,101.76
P0034642	Robert Skeels Company	Lock Systems Repairs	Supplies	\$5,638.10
P0034681	Robert Skeels Company	Lock Systems Repairs	Supplies	\$2,935.79
P0034683	Boise Cascade	CalWORKs	Supplies	\$636.37
P0034790	Dell Marketing L. P.	CACT Partnership	New Equipment - Noninstru	\$1,561.68
P0034821	Nextel Nextday Accessories	Health,Safety and Ri	Supplies	\$219.15
P0034827	Govplace	Ca Virtual Uni. 2nd	Software	\$255.69
P0034833	Rental Service Corp.	Health,Safety and Ri	New Equipment - Noninstru	\$5,043.60
P0034851	Matson Printing	Forms Management	Supplies	\$1,680.48
P0034852	Paradise Awards	Resp Therapy	Supplies	\$136.08
P0034855	American Express Travel Related S	Financial Aid	Conferences Mgmt	\$247.50
P0034856	Compumaster	Humanities	Supplies	\$756.00
P0034858	Lori Medigovich	Humanities	Supplies	\$1,103.21
P0034859	American Express Travel Related S	Ca Virtual Uni. 2nd	Transportation/ Mileage A	\$115.00
P0034860	Tracye L. Jones	CalWORKs	Supplies	\$447.76
P0034861	El Camino College Warehouse	DSPS	Supplies	\$458.28
P0034863	Nurse Week Event Guide	Nursing Project	Multi Media Advertising	\$600.00
P0034864	Delphin Computer Supply	VTEA Radiologic Tech	New Equipment - Instructi	\$2,536.92
P0034865	Cal-Ed Optical	VTEA Radiologic Tech	New Equipment - Instructi	\$1,572.02
P0034866	Sheldon Enterprises	VTEA Radiologic Tech	New Equipment - Instructi	\$323.84
P0034867	Ray Benton	Division Office Inst	PSA Contract Services	\$600.00
P0034868	P & A Food Systems, Inc.	Student Affairs	Due to Other Funds	\$187.92
P0034869	A-1 Coast Rentals	Grounds	Other Services And Expens	\$350.00
P0034871	Alpha Gamma Sigma, Inc.	Student Affairs	Due to Other Funds	\$750.00
P0034872	P & A Food Systems, Inc.	00-01 P4E School Hea	Supplies	\$120.48
P0034873	Boise Cascade	Purchasing and Busin	Inventory	\$19,686.24
P0034874	Micro Warehouse	Information Technolo	Replacement Equipment - N	\$9,893.76
P0034875	El Camino College Warehouse	Copy Center	Direct Supp	\$709.55
P0034876	Strand Lighting	Ctr for Arts Product	Repairs Parts And Supple	\$890.00
P0034877	Diana Eden	Fine Arts	Supplies	\$257.10
P0034878	Don Thomas Surveying	Concrete Walkway	Site Improvements	\$400.00
P0034879	Pameia Fees	Presidents Office	Dues And Memberships	\$45.00
P0034880	L.A. Sheriff's Dept.	Parking-Student Perm	In-Service Training	\$445.00

P0034881	Sherry Linnell	Fine Arts	Supplies	\$1,100.00
P0034882	Dorothy Laspina	Fine Arts	Supplies	\$2,000.00
P0034883	Joyce Littrell	Fine Arts	Supplies	\$5.07
P0034884	Environmental Recovery Services,	Hazmat Disposal	Other Services And Expens	\$2,935.00
P0034885	El Camino College Warehouse	Copy Center	Supplies	\$159.50
P0034886	Dora Macias	Recruitment Expansio	Supplies	\$75.00
P0034887	American Express Travel Related S	VATEA Supplementary	Conferences Mgmt	\$125.50
P0034888	El Camino College Warehouse	Copy Center	Supplies	\$1,159.00
P0034889	Linda Hardy	RITC	Contract Services	\$150.00
P0034890	American Express Travel Related S	VTEA Title 1-B Caree	Conferences Mgmt	\$144.25
P0034891	Ron Scarlata	Fine Arts	Supplies	\$324.00
P0034892	Hawthorne Chamber of Commerce	Presidents Office	Dues And Memberships	\$125.00
P0034893	Torrance Area Chamber Of	Foundation	Hospitality	\$29.00
P0034894	Windes & McClaughry	Foundation	Audit	\$8,500.00
P0034895	Day & Night Lock Company	Lock Shop	Repairs Noninstructional	\$138.12
P0034896	Elaine Moore	00-01 P4E EXPANDED L	Conferences Other	\$107.93
P0034897	El Camino College Warehouse	Restricted Staff Dev	Supplies	\$82.22
P0034898	Varzella Miller-Janisse	CalWORKs	Contract Services	\$150.00
P0034900	James Womack	Special Resource Cen	Liabilities/Fundraising	\$470.00
P0034901	EJ Enterprises	Repl MCS 101 & 102 S	Site Improvements	\$25,100.00
P0034902	Gym Equipment Maintenance	Health Sciences and	Liabilities/Fundraising	\$415.00
P0034903	P & A Food Systems, Inc.	Health Sciences and	Liabilities/Fundraising	\$252.08
P0034904	Olin College of Engineering	Ca Virtual Uni. 2nd	Conferences Other	\$798.00
P0034905	Diana Eden	Fine Arts	Supplies	\$1,007.10
P0034906	El Camino College Warehouse	Community Advancemen	Supplies	\$113.40
P0034907	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$66.00
P0034908	P & A Food Systems, Inc.	DSPS	Conferences Faculty	\$41.80
P0034909	Jerry Root	Fine Arts	Supplies	\$400.00
P0034910	Dawn Huntoon	Fine Arts	Supplies	\$500.00
P0034911	Kenny Lefort	Fine Arts	Supplies	\$500.00
P0034912	Sherry Linnell	Fine Arts	Supplies	\$2,000.00
P0034913	Back Stage West	Fine Arts	Supplies	\$200.00
P0034914	Kelly Kaps	Athletic Hall of Fam	Supplies	\$42.17
P0034915	Wendy Flint	WPLRC State Leadersh	Contract Services	\$600.00
P0034916	El Camino College Warehouse	Chemistry	Supplies	\$22.68
P0034917	P & A Food Systems, Inc.	EOPS CARE	Supplies	\$515.10
P0034919	Maisha Robinson	EOPS	Supplies	\$58.32
P0034920	Daniel la Coe Eop&s, Ssvc202	EOPS	Supplies	\$69.29
P0034921	American Express Travel Related S	Public Information	Transportation/ Mileage A	\$243.50
P0034922	Southern Cal Air Conditioning Dis	Facilities/Planning/	Repairs Noninstructional	\$643.42
P0034923	American Express Travel Related S	Information Technolo	Transportation/ Mileage A	\$99.50
P0034924	Chief Neon Sign Company	Facilities/Planning/	Repairs Noninstructional	\$1,166.44
P0034925	American Express Travel Related S	Faculty & Staff Dive	Conferences Mgmt	\$248.00
P0034926	Fry's Electronic	Human Resources	Employee Recognition	\$400.00
P0034927	E.C.C.C.D. Community Education	TTIP Tech Human Resc	Conferences Mgmt	\$75.00
P0034928	The Japan-U.S. Educational Commis	International Studen	Conferences Mgmt	\$825.00
P0034929	P & A Food Systems, Inc.	DSPS	Conferences Faculty	\$46.33
P0034931	Patty Kawashiri El Camino College	CalWORKs	Supplies	\$12.60
P0034933	California Community Colleges 200	CalWORKs	Conferences Other	\$380.00
P0034934	David Lieberman/Artist's Repr	CPI Grant-Ctr for th	Multi Media Advertising	\$5,000.00
P0034935	Nadine Hata	Presidents Office	Other Services And Expens	\$43.17
P0034936	United Rentals	Facilities/Planning/	Repairs Noninstructional	\$270.93
P0034937	Jack Selph	Presidents Office	Other Services And Expens	\$180.00
P0034938	Cyrus Doherty	Presidents Office	Other Services And Expens	\$100.00
P0034939	Adam Ajetunmobi	Presidents Office	Other Services And Expens	\$50.00
P0034940	Amy Luu	Presidents Office	Other Services And Expens	\$25.00
P0034941	American Assc. of Colleges of Pha	Transfer Center	Other Books	\$28.00
P0034942	C & H Distributers	CACT Partnership	New Equipment - Noninstru	\$1,032.16
P0034943	Peco Manufacturing Co.	CACT Partnership	New Equipment - Noninstru	\$1,631.09
P0034944	Delphin Computer Supply	CACT Partnership	New Equipment - Noninstru	\$424.98

P0034945	Eagle Rock Information Systems	00-01 P4E ONE CARD H	New Equipment - Noninstru	\$14,194.00
P0034946	Southern Cal Air Conditioning Dis	Facilities/Planning/	Repairs Noninstructional	\$1,815.48
P0034947	Micro Warehouse	MCS/Music Classrooms	Site Improvements	\$8,745.00
P0034948	Ami Electrical & Telecom	MCS/Music Classrooms	Site Improvements	\$14,828.00
P0034949	Regents "UC" UCLA-A-Obee	Field Trips and Dona	Field Trip Expense	\$5,500.00
P0034950	Pacific Bell	Institutional Servic	Site Improvements	\$6,293.00
P0034951	Micro Warehouse	Institutional Servic	Site Improvements	\$5,830.00
P0034952	Visions in Color	Ctr for Arts Product	Supplies	\$2,402.77
P0034953	Full Compass	Ctr for Arts Product	Supplies	\$271.86
P0034954	Captions Inc.	Special Resource Cen	Supplies	\$10,000.00
P0034955	National Captioning Institute	Special Resource Cen	Supplies	\$10,000.00
P0034956	Price Research	Institutional Servic	PSA Contract Services	\$31,250.00
P0034957	Cummins-Allison Corporation	Fiscal Services	Maintenance Contracts	\$302.88
P0034958	Keenan & Associates	Purchasing and Busin	Excess Property	\$149.00
P0034959	Irene Mori	Human Resources	Employee Recognition	\$50.00
P0034960	Harold L. Tyler	Student Affairs	Supplies	\$23.76
P0034961	Cris & Son's T V & Appliance	Ctr for Arts Product	Repairs Parts And Supplie	\$59.95
P0034962	Dawn C. Huntoon	Fine Arts	Supplies	\$42.90
P0034963	Matson Printing	Forms Management	Supplies	\$652.75
P0034964	Janet Levine	Foundation	Transportation/ Mileage A	\$116.02
P0034965	Janet Levine	Foundation	Hospitality	\$95.48
P0034966	NCCCC	Foundation	Conferences Mgmt	\$245.00
P0034967	Assist Design	EOPS	Student Survival Kits	\$1,850.00
P0034968	Ray Southstone	Athletic Hall of Fam	PSA Contract Services	\$6,000.00
P0034969	Sherry Walker	Life & Hlth Sci Foun	Awards	\$25.00
P0034970	Susan Conley	Life & Hlth Sci Foun	Awards	\$25.00
P0034971	Sherie Amos	Life & Hlth Sci Foun	Awards	\$25.00
P0034972	Assist Design	EOPS	Student Survival Kits	\$2,047.84
P0034973	American Express Travel Related S	SBDC CITD	Transportation/ Mileage A	\$305.00
P0034974	American Express Travel Related S	SBDC CITD	Transportation/ Mileage A	\$379.08
P0034975	Ms. Maria Brown C/O El Camino Col	Women's History Mont	Other Local Income	\$963.12
P0034976	Occidental College	Field Trips and Dona	Field Trip Expense	\$850.00
P0034977	C. A. Granger Construction	MCS/Music Classrooms	Site Improvements	\$11,089.00
P0034978	C. A. Granger Construction	Replace Wheelchair L	Site Improvements	\$14,218.00
P0034979	Industrial Wholesale Electric	Electrical / Mechani	Supplies	\$165.24
P0034980	Industrial Wholesale Electric	Electrical / Mechani	Supplies	\$337.67
P0034981	Knorr Systems Inc.	Door Replacement	Repairs Noninstructional	\$3,142.80
P0034982	T. H. Creears Corporation	Facilities/Planning/	Repairs Noninstructional	\$353.96
P0034983	P & A Food Systems, Inc.	Health Sciences and	Liabilities/Fundraising	\$285.20
P0034984	P & A Food Systems, Inc.	Health Sciences and	Liabilities/Fundraising	\$1,103.22
P0034985	P & A Food Systems, Inc.	Student Affairs	Contract Services	\$19,005.30
P0034986	P & A Food Systems, Inc.	00-01 P4E School Hea	Supplies	\$480.83
P0034987	Pacific Coast Bus Service, Inc P.	Transfer Ed and Artl	Transportation	\$192.00
P0034988	Peggy Shepard	VTEA Title 1-B Caree	Conferences Mgmt	\$831.63
P0034989	P & A Food Systems, Inc.	Matriculation	Supplies	\$783.75
P0034990	Sue Oda-Omori Ecc Counseling Divi	Counseling Office	Supplies	\$112.15
P0034991	Carole Bush Counseling Division	Counseling Office	Supplies	\$36.20
P0034992	Sandra Nitchman	Fine Arts	Supplies	\$110.00
P0034993	Vince Suzuki	Fine Arts	Supplies	\$175.00
P0034994	Cindy Bandel	Fine Arts	Supplies	\$75.00
P0034995	Bruce S. Gillis, M.D., M.P.H.,	Human Resources	Other Services And Expens	\$1,473.95
P0034996	Sue Oda-Omori Ecc Counseling Divi	Counseling Office	Supplies	\$22.57
P0034997	Carole Bush Ecc Counseling Divisi	Counseling Office	Supplies	\$5.36
P0034998	Embassy Suites Busch Gardens	Ca Virtual Uni. 2nd	Conferences Other	\$1,592.43
P0034999	Stagebill	Fine Arts	Supplies	\$1,625.40
P0035000	The New Theater Tnt J.R. Cauble,	Fine Arts	Supplies	\$2,585.00
P0035001	Uw-Madison	Ca Virtual Uni. 2nd	Conferences Other	\$480.00
P0035002	Joseph Georges	Ca Virtual Uni. 2nd	Conferences Other	\$154.82
P0035003	San Pedro City Ballet	Artes de El Camino	Contract Services	\$3,067.85
P0035004	American Express Travel Related S	RITC	Conferences Mgmt	\$315.00

P0035005	El Camino College Warehouse	Copy Center	Direct Supp	\$1,450.80
P0035006	Wray Printing	Health Sciences and	Supplies	\$98.28
P0035007	Paradise Awards	Resp Therapy	Supplies	\$193.32
P0035008	Air-Ex Air Conditioning Inc.	HVAC Renovate Commun	Contract Services	\$1,000.00
P0035009	Fred Allen & Association	Ctr for Arts Adm Pub	Center For The Arts Techn	\$260.00
P0035010	Chalmers-Painter, Inc.	Annual Appeals	Printing	\$4,157.37
P0035011	Xpedx Paper & Graphics	Fine Arts	Supplies	\$595.71
P0035012	Dell Marketing L. P.	Adminstration	New Equipment - Noninstru	\$20,969.28
P0035013	Delphin Computer Supply	Adminstration	New Equipment - Noninstru	\$3,788.64
P0035014	League for innovation in the	Presidents Office	Dues And Memberships	\$500.00
P0035015	Office Depot	Ctr for Arts Product	Supplies	\$97.58
P0035016	Dell Marketing L. P.	TITLE V - ECC Indivi	New Equipment - Noninstru	\$1,798.15
P0038000	The McGraw Hill Companies	Instructional Televi	Supplies	\$109.73
P0038001	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$971.00
P0038003	Portofino Hotel & Yacht Club	EOPS	Supplies	\$1,615.47
P0038004	C & D Enterprises Pump Service	Facilities/Planning/	Repairs Noninstructional	\$2,630.88
P0038005	Amtech Elevator Services	Facilities/Planning/	Repairs Noninstructional	\$4,171.00
P0038006	Casfaa	Human Resources	Multi Media Advertising	\$100.00
P0038007	American Express Travel Related S	Parking-Student Perm	In-Service Training	\$185.50
P0038008	Annette Owens	00-01 P4E WEBMASTER	Conferences Other	\$377.77
P0038009	Jason Guilbert	Fine Arts	Supplies	\$60.00
P0038011	E.C.C.C.D. Bookstore	Project Success	Awards	\$249.70
P0038012	Office Depot	Ctr for Arts Product	Supplies	\$718.26
P0038013	Rehab West, Inc	Health,Safety and Ri	New Equipment - Noninstru	\$263.58
P0038014	Custom Trophy	Counseling Office	Supplies	\$128.00
P0038015	Turf Star	Grounds	Supplies	\$276.65
P0038016	Joseph Holiday	Earth Sciences	Supplies	\$159.67
P0038017	El Camino College Warehouse	Copy Center	Direct Supp	\$834.40
P0038018	Maria Teresa Martinez	Conference Project	Travel And Conference Exp	\$3,279.53
P0038019	New Century Education Corp.	DSPS	Supplies	\$7,695.00
P0038020	Delphin Computer Supply	Behavioral & Soc Sci	New Equipment - Instructi	\$401.50
P0038021	El Camino College District	Foundation	Supplies	\$60.00
P0038022	P & A Food Systems, Inc.	Counseling Office	Supplies	\$175.50
P0038023	Package Publicity Service Inc.	Ctr for Arts Promo P	Supplies	\$82.00
P0038024	P & A Food Systems, Inc.	Counseling Office	Supplies	\$660.00
P0038025	P & A Food Systems, Inc.	Counseling Office	Supplies	\$337.50
P0038026	CINAHL Informational Systems	Library Project	Prepaid Expense	\$2,650.00
P0038027	The Gale Group	Library Project	Prepaid Expense	\$9,359.00
P0038028	Air Gas	00-01 P4E FINE ARTS	Site Improvements	\$1,310.04
P0038029	Norwalk Power Equipment	Waste Reduction & Re	New Equipment - Noninstru	\$8,611.92
P0038030	Computerland of Silicon Valley	TITLE V - ECC Indivi	New Equipment - Noninstru	\$1,012.24
P0038031	T. H. Creears Corp	Facilities/Planning/	Repairs Noninstructional	\$353.96
P0038032	Dell Marketing L. P.	TITLE V - ECC Indivi	New Equipment - Noninstru	\$8,478.00
P0038033	Dell Marketing L. P.	TITLE V - ECC Indivi	New Equipment - Noninstru	\$5,428.08
P0038034	Pervo Paint	Parking-Student Perm	Supplies	\$3,462.26
P0038035	Power Lift SCM	Parking-Student Perm	Repairs Noninstructional	\$1,355.23
P0038036	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$458.98
P0038037	Sonroms Business Services	Counseling Office	Supplies	\$41.00
P0038038	Crystal Fuentes	EOPS	Supplies	\$32.56
P0038039	Dawn Reid	EOPS	Supplies	\$51.42
P0038040	The Theatre Company	Fine Arts	Supplies	\$2,500.00
P0038041	Collegiate Cap & Gown	Student Affairs	Other Rentals	\$286.53
P0038042	The New Theater, Tnt	Fine Arts	Supplies	\$1,630.00
P0038043	Jason Guilbert	Fine Arts	Supplies	\$125.00
P0038044	Yiyi's Bridal	Fine Arts	Supplies	\$335.00
P0038045	Gary Iida	Family Concert/SBYO	Supplies	\$349.20
P0038046	Joyce Littrell	Fine Arts	Supplies	\$400.00
P0038047	Airgas Alameda	Wellness Center	Supplies	\$12.34
P0038048	Daily Breeze	Fine Arts	Supplies	\$499.58
P0038049	Lisa's Bon Appetit, Inc.	Ctr for Arts Adm Pub	Center For The Arts Misc	\$439.82

P0038050	American Express Travel Related S	Ca Virtual Uni, 2nd	Transportation/ Mileage A	\$93.50
P0038051	American Express Travel Related S	Special Resource Cen	Liabilities/Fundraising	\$175.00
P0038052	P & A Food Systems, Inc.	Health Sciences and	Liabilities/Fundraising	\$133.65
P0038053	First Call Staffing Service #1	Purchasing and Busin	Substitutes	\$3,700.00
P0038054	Angelus Business Systems, Inc.	Division Office NSci	Repairs Noninstructional	\$150.00
P0038055	William Georges	Fine Arts	Supplies	\$49.22
P0038056	Dawn Hurtoon	Fine Arts	Supplies	\$200.00
P0038057	Joyce Littrell	Fine Arts	Supplies	\$400.00
P0038058	Paul Morin	Fine Arts	Supplies	\$250.00
P0038059	Deborah Minnichelli	Fine Arts	Supplies	\$125.00
P0038060	P & A Food Systems, Inc.	Counseling Office	Supplies	\$124.49
P0038061	Freestyle Camera	Art Department	Supplies	\$1,467.73
P0038062	Vrm-Maximus	Purchasing and Busin	Contract Services	\$12,875.00
P0038063	The Portofino Hotel The Portofino	Counseling Office	Supplies	\$2,210.00
P0038064	Donna M. Post	P4E99-00 12 STEP BAS	New Equipment - Instructi	\$800.00
P0038065	Arbor Travel Associates, Inc.	VP-SCA	Conferences Mgmt	\$169.50
P0038066	American Express Travel Related S	Ca Virtual Uni, 2nd	Transportation/ Mileage A	\$410.50
P0038067	American Express Travel Related S	Ca Virtual Uni, 2nd	Transportation/ Mileage A	\$296.75
P0038068	Eyewire, Inc.	Ctr for Arts Promo P	Supplies	\$430.92
P0038069	El Camino College Trust Fund	Trust Career Expo	Direct Public Support	\$2,000.00
P0038070	Elizabeth Flores	Life & Hlth Sci Foun	Awards	\$25.00
P0038071	Tiffany Fujimoto	Life & Hlth Sci Foun	Awards	\$25.00
P0038072	Mary Laski	Life & Hlth Sci Foun	Awards	\$25.00
P0038073	Cuong Nguyen	Life & Hlth Sci Foun	Awards	\$25.00
P0038074	Thiengna Nguyen	Life & Hlth Sci Foun	Awards	\$25.00
P0038075	May Pradel	Life & Hlth Sci Foun	Awards	\$25.00
P0038076	Brenda Kaplan	Life & Hlth Sci Foun	Awards	\$25.00
P0038077	Grinnel Fire Protection Attentio	Facilities/Planning/	Repairs Noninstructional	\$895.40
P0038078	William Georges	Fine Arts	Supplies	\$1,000.00
P0038079	Elaine Moore	Counseling Office	Supplies	\$300.00
P0038080	El Camino College Warehouse	Copy Center	Direct Supp	\$1,911.00
P0038081	El Camino College Workplace Learn	DSPS	Conferences Faculty	\$221.02
P0038082	El Camino College Warehouse	Copy Center	Direct Supp	\$1,527.35
P0038083	American Express Travel Related S	Ca Virtual Uni, 2nd	Transportation/ Mileage A	\$374.00
P0038084	El Camino Community College Workp	Ca Virtual Uni, 2nd	Supplies	\$177.39
P0038085	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$31.00

Total : 315 \$826,636.30

B0032243	Office Depot	Health,Safety and Ri	New Equipment - Noninstru	\$2,914.04
B0032250	Office Depot	Health,Safety and Ri	New Equipment - Noninstru	\$2,914.04
B0033947	P & A Food Systems,	Counseling Office	Supplies	\$1,205.66
B0034459	3M Customer Service	Audio/Visual	Repairs - Instructional	\$2,326.21
B0034545	Daily Breeze, the	Recruitment/School R	Multi Media Advertising	\$6,847.97
B0036166	C. A. Granger Constr	MCS/Music Classrooms	Contract Services	\$120,000.00
B0036171	C. A. Granger Constr	P4E ENGL-READING CAI	Site Improvements	\$7,082.00
B0036178	South Bay Regional P	COPS Tech Grant	New Equipment - Noninstru	\$65,327.70
B0036236	Institute of Reading	Contract Education	Contract Services	\$1.00
B0036273	Speakers Etcetera	Staff Diversity	Contract Services	\$900.00
B0036288	Reiswig Consulting	Contract Training	PSA Contract Services	\$4,000.00
B0036298	Abate Tech. Internat	Hazmat	Other Services And Expens	\$3,200.00
B0036311	Non Profit Navigator	RITC	Contract Services	\$10,000.00
B0036313	National Asian Deaf	RITC	Contract Services	\$500.00
B0036314	Sysco	00-01 P4E CULINARY A	Supplies	\$3,000.00
B0036315	P & A Food Systems,	Presidents Office	Other Services And Expens	\$10,000.00
B0036316	E.C.C. Public Inform	EOPS	Reproduction - Noninstruc	\$800.00
B0036317	Ecc Bookstore 2	Division Office Inst	Supplies	\$850.00
B0036318	Mid City Fire	00-01 P4E CULINARY A	Repairs Noninstructional	\$5,000.00
B0036319	Communication Excell	Restricted Staff Dev	Contract Services	\$2,500.00
B0036327	Arkk Enterprises, In	DSPS	Contract Services	\$3,000.00
B0036337	Denmarc Productions	DSPS	Contract Services	\$35,600.00

B0036366	Sutter County Ofc of	RITC	Contract Services	\$250.00
B0036375	Rosemary Tolmer	CACT Partnership	PSA Contract Services	\$3,000.00
B0036376	Judy Shane	CACT Partnership	PSA Contract Services	\$500.00
B0036380	Andrea Uram	Ca Virtual Uni. 2nd	PSA Contract Services	\$1,000.00
B0036381	August Enterprises,	Community Advancemen	Contract Services	\$20,000.00
B0036415	Alisun Kale	DSPS	PSA Contract Services	\$250.00
B0036499	Los Angeles Black De	Special Resource Cen	Liabilities/Fundraising	\$250.00
B0036500	Pacer International	Fine Arts	Supplies	\$2,500.00
B0036501	ECC BOOKSTORE	Yes I Can	Books & Supplies Pool	\$370.54
B0036502	Unilab	Health Services	Contract Services	\$5,000.00
B0036503	P & A Food Systems,	Human Resources	Employee Recognition	\$3,100.00
B0036504	E.C.C. Public Inform	RITC	Reproduction - Noninstruc	\$500.00
B0036505	Dorothy Laspina	Fine Arts	Supplies	\$4,000.00
B0036506	Braun Towel & Linen	WPLRC Technical Inst	Supplies	\$1,800.00
B0036509	E.C.C. Public Inform	Friends of the Libra	Reproduction - Noninstruc	\$200.00
B0036510	Shufen S. Chang	CADD	PSA Contract Services	\$2,000.00
B0036511	Infinite Concepts	Mktg staff Web train	Multi Media Advertising	\$644.40
B0036512	Angstrom Stage Light	Ctr for Arts Product	Center For The Arts Techn	\$248.00
B0036536	Rosemary Tolmer	CACT Partnership	PSA Contract Services	\$4,500.00
B0036539	E.C.C. Public Inform	WPLRC Technical Inst	Reproduction - Noninstruc	\$300.00
B0036540	ECCD Pty Csh	Artes de El Camino	Supplies	\$500.00
B0036541	Samuel L. Dantzier	VATEA I&T	Conferences Faculty	\$592.00
B0036542	Scott Elevator Consu	Facilities/Planning/	Repairs Noninstructional	\$4,600.00
B0036543	El Camino College Di	Bus Div Donations	Contributions to ECCCD	\$306.10
B0036544	Ken Cloke	Institutional Servic	Legal	\$600.00
B0036546	Federal Bureau of Pr	WPLRC Skills Enhance	Contract Services	\$1.00
B0036547	South Bay Center for	WPLRC PIC Aerospace	Contract Services	\$1.00
B0036548	Dan Levitt	WROCC Year 5	PSA Contract Services	\$600.00
B0036549	Rapidtext	Special Resource Cen	Supplies	\$10,000.00
B0036551	Joanne Gray and Asso	00-01 P4E School Hea	PSA Contract Services	\$4,000.00
B0036553	Dan Levitt	WROCC Year 5	PSA Contract Services	\$600.00
B0036555	Rose Asera, Ph.D.	Ca Virtual Uni. 2nd	PSA Contract Services	\$4,500.00
B0036556	Navigator Press, Inc	Discovery Series	Multi Media Advertising	\$3,950.00
B0036560	Rose & Tuck, Llc	Information Technolo	PSA Contract Services	\$9,200.00
B0036561	Fenton Video Product	CalWORKs	PSA Contract Services	\$6,895.00
B0036563	Susan Spivey	CalWORKs	PSA Contract Services	\$1,000.00
B0036564	Reginald Rutherford	CalWORKs	PSA Contract Services	\$5,000.00
B0036565	Gloria D. Guzman	00-01 P4E Science Br	PSA Contract Services	\$1,250.00
B0036566	Faiza I. Siddiqui	00-01 P4E Science Br	PSA Contract Services	\$1,250.00
B0036567	Elberth M. Pineda	00-01 P4E Science Br	PSA Contract Services	\$1,250.00
B0036568	Ele Lozares	00-01 P4E Science Br	PSA Contract Services	\$1,250.00
B0036572	Hair Exsalonce	CalWORKs	CalWORKs Off Campus Work	\$1.00

Total :

64

\$395,707.66

Total POs and BPOs :

379

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

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A. EMPLOYMENT AND PERSONNEL CHANGES

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-41 and 1-23.

Certificated Personnel:

1. Amend Retirement – Mr. Ray Talavera, Counselor, Class IV, Step 20, extended from March 27 to March 31, 2001.
2. Retirement – Mr. Raymond Roney, Dean of Instructional Services, effective August 31, 2001 and that a plaque be prepared and presented to him in recognition of his service to the District since 1984.
3. Resignation – Mr. William Saicheck, full-time instructor of CIS, effective July 1, 2001.
4. Amend Employment Contract – Dr. Thomas M. Fallo, Superintendent/President, effective July 1, 2001 through June 30, 2005, increase annual salary by 5.6%. All other provisions remain the same.
5. Amend Employment – Mr. Jeff McMahon, full-time instructor of English, from Class II, Step 12 to Class III, Step 12, effective August 18, 2001.
6. Amend Employment – Ms. Lynn Beckett-Lemus, full time instructor of Mathematical Sciences , from Class III Step 8 to Class III Step 9, Academic Salary Schedule, effective August 18, 2001.
7. Personal Leave of Absence – Mr. Wade Killingsworth, full-time instructor of Chemistry, effective August 20, 2001 through May 24, 2002.
8. Change of Assignment – Ms. Cheryl A. Kroll, full-time instructor of English to assist in special projects as faculty coordinator in the Office of the Vice President/Academic Affairs, effective August 20 through December 21, 2001.
9. Special Assignment – The following part-time instructors of Mathematical Sciences to work as certificated tutors as part of the P4E Basic Skills 12 Step Improvement Program and the P4E Transfer Math Grant, effective June 11 through August 2, 2001, to be paid \$34.44 per hour, not to exceed \$1,500, in accordance with the Agreement Article X, Section 9(l):

Farid Amoozegar
Beyene Bayssa
Paul Chang

Manolita Formanes
Shiuling Huang
Steve Martinez

James Taylor
Rich Wong
Christie Yang

10. Special Assignment – Ms. Chris Jeffries, to develop, implement and coordinate the counselor's in-person registration schedule for both the Fall 2001 and Spring 2002 semester, effective July 1, 2001 through June 30, 2002, to be paid \$34.44 an hour, not to exceed

\$688.80 for each semester or \$1377.60 for the academic year, in accordance with the Agreement, Article X, Section 14(a).

11. Special Assignment – Mr. Fred Petersen, part-time instructor of Mathematics to assist high school instructors with registration/enrollment and overall coordination, to be paid \$45.92 per hour, not to exceed \$18,368.00, effective July 1, 2001 through June 30, 2002, in accordance with the Agreement Article X, Section 9(l).
12. Special Assignment – Mr. Thomas E. Nelson, full-time instructor/coach in Health Sciences and Athletics to assist high school instructors with registration/enrollment and grading procedures, distribution of course outlines, class rosters and overall coordination, to be paid \$10,332, effective July 1, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 14(a).
13. Special Assignment – Mr. Geoffrey Jones, full-time instructor of Mathematics, to supervise Independent Study project, to be paid \$45.92 per hour, not to exceed \$688.80, effective January 16 through May 26, 2001, in accordance with the Agreement, Article X, Section 19(d&e).
14. Special Assignment – Ms. Susan A. Tummers, full-time instructor of Mathematics, to review request for prerequisite and repeat clearances and assist dean with summer program, to be paid \$34.44 per hour, not to exceed \$8,700 or 250 hours, effective June 11 through August 20, 2001, in accordance with the Agreement, Article X, Section 14(a).
15. Special Assignment – Mr. William Georges, full-time faculty of Theatre Arts, to work as Lighting Designer for the Sound of Music, to be paid \$2,000, effective May 30 through July 21, 2001, in accordance with the Agreement, Article X, Section 14(a).
16. Special Assignment – Mr. David Vakil, full-time instructor to prepare and conduct instructional seminars for the public in the Planetarium, to be paid \$45.92 an hour, not to exceed 5 hours, effective May 11, 2001 in accordance with the Agreement, Article X, Section 14(a).
17. Special Assignment – Mr. Noel Craven, part-time/temporary instructor of Business to coordinate and oversee the development and daily operation of the International Education Study Abroad program effective July 1 through July 31, 2001 to be paid \$45.92 per hour, not to exceed 60 hours or a total of \$2,756, in accordance with the Agreement, Article X, Section 9(l).
18. Special Assignment – Dr. Bruce Fitzpatrick, part-time instructor, Dr. Perry Hacking and Mr. David Vakil, full-time instructors in Natural Sciences to prepare and conduct instructional seminars for the public in the Planetarium, each to be paid \$45.92 an hour, not to exceed a total of \$1,000 or a total of 21 hours, effective for the 2001-2002 academic year, in accordance with the Agreement, Article X, Section 14(a).

19. Special Assignment – The following part-time/temporary instructors to provide instruction in the Fire Academy, effective August 14 through December 29, 2001, to be paid \$34.44 an hour, not to exceed \$3,500 each, in accordance with the Agreement, Article X, Section 9(l):
- | | | |
|------------------|-----------------|----------------|
| Mark Early | Lee Macpherson | Bradley Sweatt |
| Mark Lepore | Michael Nothern | Carl Whitaker |
| David Richardson | Richard Shima | |
20. Special Assignment – Ms. Inna Newbury, full-time instructor of Humanities, to coordinate Teacher's Education Bridge Program, to be paid \$45.92 an hour, not to exceed \$3,673.60, effective July 16 through August 19, 2001, in accordance with the Agreement, Article X, Section 14(a).
21. Special Assignment-The following part-time instructors to provide instruction in the Administration of Justice Reserve Academy, effective August 18 through December 21, 2001, to be paid \$34.44 an hour, not to exceed \$3,725 each, in accordance with the Agreement, Article X, Section 9(l):
- Sergio Borbon
David Do
22. Special Assignment – Mr. Tommy Jester, part-time instructor of Administration of Justice, to coordinate the POST program for the 2001 fall semester, to be paid \$34.44 an hour not to exceed 9 hours a week for 324 hours, not to exceed \$11,158.56, in accordance with the Agreement, Article X, Section 9(l).
23. Special Assignment – Ms. Beverly Carlson, part-time instructor of Fashion, to provide students with individualized instruction related to specific apparel or compute projects for the 2001 fall semester, to be paid \$34.44 an hour, not to exceed \$1,170.96, in accordance with the Agreement, Article X, Section 9(l).
24. Special Assignment – Mr. Oscar L. Douglas, part-time instructor in Academic Strategies, to provide learning skills instruction for the Early Start Program, to be paid \$45.92 an hour, not to exceed \$1,469.44, effective July 9 through August 2, 2001, in accordance with the Agreement, Article X, Section 9(l).
25. Special Assignment – Ms. Charlotte Ashford, part-time instructor in Business, to provide learning skills instruction for the Early Start Program, to be paid \$45.92 an hour, not to exceed \$2,204.10, effective July 9 through August 2, 2001, in accordance with the Agreement, Article X, Section 9(l).
26. Special Assignment- Ms. Kiran Sharha, clinical instructor in Nursing, to meet with consultant to provide expertise in pediatric nursing and school nursing and develop curriculum for new school health clerk certificate program, to attend four 8 hour meetings at \$75.00 each, to be paid \$300, effective February 1 through May 30, 2001, in accordance with the Agreement, Article X, Section 9(l).

27. Special Assignment – Ms. Margaret Kidwell-Udin, and Ms. Toni Klein, part-time instructors in Nursing to meet with consultant to provide their expertise in pediatric nursing and school nursing and develop curriculum for certificate program, to be paid \$300 to attend four 8 hour meetings at \$75.00 each, effective February 1 through May 30, 2001, in accordance with the Agreement, Article X, Section 9(I).
28. Special Assignment– Mr. Darrell E. Thompson, part-time instructor in Humanities, to provide developmental English instruction for English Start Program, to be paid \$45.92 an hour, not to exceed \$2,204.16, effective July 9 through August 2, 2001, in accordance with the Agreement, Article X, Section 9(I).
29. Special Assignment - Mr. Edward Lugo, part-time instructor for Computer Aided Design/Drafting, to develop computer aided design/drafting website for on-line instruction, training modules and conduct faculty training, for the 2001 fall semester to be paid \$34.44 an hour, not to exceed \$6,300, effective August 18 through December 21, 2001, in accordance with the Agreement, Article X, Section 9(I).
30. Special Assignment – Ms. Susan Taylor, full-time instructor of Mathematics, to work as Mathematical Sciences Division Faculty Coordinator, to be paid \$34.44 an hour, not to exceed \$1,500, effective June 25 through August 17, 2001, in accordance with the Agreement, Article X, Section 14(a).
31. Stipend Assignment – Dr. Jean Shankweiler, full-time instructor in Chemistry, for being the campus coordinator for the UCLA Science Bridges Program for the academic year of 2000-2001, to be paid a \$1000 stipend from P4E funds, in accordance with the Agreement, Article X, Section 14(a).
32. Employment – The following instructors are to be hired as needed to conduct ESL assessment interviews for the Counseling Services Division, effective July 1, 2001 through June 30, 2002, to be paid \$22.96 an hour, not to exceed 8 hours per week, in accordance with the Agreement, Article X, Section 9(I).

Crystal Allen
 Maria Bauer
 Ollie Boboc
 Alicia Class
 Venice Hong
 Aura Imbarus
 Nitza Llado

Rebecca Loya
 Debbie Mochidome
 Kareema Nasouf
 Susan Nozaki
 Sharon Osburg
 Robert Puglisi
 Gary Scruggs

Grace Shibata
 Jan Shimauro
 Evelyn Uyemura
 Lora Walker
 YongYoon

33. Employment - The following high-school instructors to be employed part-time as Athletic Directors for up to two hours a day for a total not to exceed 60 hours, effective June 25 through August 16, 2001, to be paid an hourly rate of \$45.92 per hour, not to exceed a total of \$2,755.20 each, in accordance with the Agreement, Article X, Section 9(I).

Karen Blanke-Pau, Carson High School

Les Congelliere, Redondo Union High School
Gary Duperron, North High School
Don Gereau, Torrance High School
Kirim Girgis, West High School
Ed Kamiyama, Gardena High School
Brian Ormsby, Junipero Serra High School
Marc Paez, Banning High School
Ovaness Petrosian, Inglewood High School
Steve Shevlin, El Segundo High School
Jeff Tuttle, South High School

34. Employment – The following part-time/temporary on-call counselors are to be hired as needed, not to exceed 24 hours per week, effective July 1, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(m) to be paid through District, Matriculation, EOP&S or grant funds:

Eugene Adams	Stan Germain	Maria Pena
Susan Algaze	Margarita Gonzalez	Evangelina Quintanar
Rosalva Amezcua	John Green	Valencia Rayford
Jeannine Barba	Michael Hopper	Betsy Regalado
Michael Braun	Brenda Jackson	Else Reinertsen
Kerry Brooks	JoAnn Jolly-Blanks	Lisa R. Roper
Tisa Casas	Lorenda Johnson	Linda Ruiz
Veronica Castillo	Catherine Lakatos	Sabra Sabio
Vera Cheng	Tri Huu Le	Charlyne Schmeer
John Chennault	Ria-Helene Lindauer	Aurora Segura
Maria Chovan	Dora Macias	Kyle Skinner
Geralin Clark	Peter Mel	Sharon Stowe
Mary Dennyse Clark	Rezvan Moghadam	Richard Velez
Omar Cook	Mashairi Muir	Alicia Villalpando
Thomas Dawkins	Lori Mukogawa	Francisco Villasenor
Sylvia Diaz	Alma Narez-Acosta	Gina M. Williams
Joe Dzida	Rebecca Nunez-Mason	Ying Wang Xiao
Juliana Ekedal	Christina Nguyen	Tracey Ziegler
Don Ferguson	Willie R. Oliver	Ray Talavera
Blanca Galicia	Sainaz Parsakar	

35. Employment – The following full-time instructors to supervise Independent Study projects for the Spring 2001, to be paid 45.92 per hour, in accordance with the Agreement, Article X, Section 19(d&e).

Humanities
Kathleen Murphy

Industry and Technology

Stacey Allen
Richard Chacon
Sam Dantzler
Ron Dohi
Patricia Gebert
Harold Hofmann

Frank Jacobi
Ray Lewis
Albert Lugo
Doug Marston
Chris Moran-Wisdom
George Rodriguez

Jack Selph
Mike Stallings
Harry Stockwell
Ken Zion

36. Employment – The following part-time instructors to supervise Independent Study projects for the Spring 2001, to be paid 45.92 per hour, in accordance with the Agreement, Article X, Section 19(d&e):

Industry and Technology

Nicholas Colin

Jerry Kinnan

Max Pena

37. Employment – The following part-time instructors of Fire & Emergency Technology, effective August 18 through December 21, 2001, to be paid by the following agencies:

El Segundo Fire Department

Kevin Scott Smith

Los Angeles County Fire Department

Luis Acevedo
Dale Robert Baker
Brian Hughes

Johnny Jee
Michael Leonard Short, Jr.
Nicholas Tosches

Los Angeles County Life Guards

Raymond Navarro

Culver City Fire Department

Richard T. Gallagher

Redondo Beach Fire Department

Donald R. Herr

Manhattan Beach Fire Department

Charles Leroy Wilson

Torrance Fire Department

Leigh McArthur

Industrial Emergency Council

Robert Henderson

38. Employment – The following part-time/substitute instructors to be hired to teach summer semester 2001.

Industry & Technology

Katherine Conley

Bradley Sweatt

Natural Sciences

Jan West

39. Employment - The following part-time temporary instructors to be hired to teach summer semester 2001.

Behavioral & Social Sciences

Marc Keskinel, Class IV, Step 4

Business

Alan Kennard, Class I, Step 4

Katherine Maschler, Class II, Step 4

Fine Arts

John Davis, Class II, Step 4

Bernard Fallon, Class I, Step 4

Health Sciences & Athletics

John Aguirre, Class I, Step 4

Sherif Antoon, Class I, Step 4

Raymond Boulden, Class I, Step 4

Patrice Bulber, Class II, Step 4

Sharon Carr, Class I, Step 4

Douglas Manuel, Class I, Step 4

James Durk Jr., Class I, Step 4

Faith Fuata, Class I, Step 4

Robert Fish, Class II, Step 4

Scott Garinger, Class II, Step 4

Roberto Guerrero, Class I, Step 4

April Harrigan, Class I, Step 4

George Harris Jr., Class I, Step 4

Jeffrey Hromadka, Class I, Step 4

Kelvin Ishigo, Class II, Step 4

Kevin Lyons, Class I, Step 4

Thomas Maier, Class II, Step 4

Jennifer Marroquin, Class I, Step 4

Alexander McBean, Class I, Step 4

Randall McClure, Class V, Step 4

Johnnie Mendoza, Class I, Step 4

Kevin Moore, Class I, Step 4

Keith Morris, Class I, Step 4

James Pak, Class I, Step 4

Brett Peabody, Class I, Step 4

Michael Ramos, Class I, Step 4

Noel Rollon, Class III, Step 4

Jose Romo, Class I, Step 4

Kurt Ruth, Class I, Step 4

Mike Shimizu, Class I, Step 4

Robert Spencer, Class I, Step 4

Dominique Street, Class I, Step 4

Ronald Tatum, Class I, Step 4

Donald Threatt, Class II, Step 4

Scott Whitcomb, Class I, Step 4

Mathematical Sciences

Shane Smith, Class II, Step 5

40. Employment - The following part-time/temporary instructors to be hired to teach fall semester 2001.

Behavioral & Social Sciences

Russell Boxley
Wayne Bramstedt
Marie Butler
Derek Cadman
Patricia Clark
Michael Critelli
Frieda Dowden
Judith Dugas
Julie Enger
Thomas Glenn
Harold Grantham
Patrick Griffin
Lawrence Guillow
Shahrokh Haghighi
Paul Harley

Guinevere Hodges
Matthew Hotsinpiller
Laurie Houske
Tamara Jackson
Meric Keskinel
Margaret Kidwell Udin
Linda Kim
Sung H. Kim
Peter Kolesnik
Toshiko Konishi
Anthony Lee
Nancy Jo Melucci
Robroy Meyers
Marion Moxley
Kaoru Oguri

John Olmsted
Jill Pfeiffer
Bradley Reynolds
Jeffrey Rigby
Samuel Russo
Francis Schulte
Stephanie Schwartz
Paul Shepard
Lois Sullivan
Paul Swendson
Farshid Tahernia
Jeanette Trickey
Martin Young

Business

Robert Abelson
Angela Amin
Charlotte Ashford
Nicholas Barbara
William Bartz
Rose Bernyk
Jack Bliss
Alan Caramatti
Douglas Carnahan
Francis Chao
Noel Craven
Loretta Daniels
Reni Dougherty

Stanton Faris
Hart Fleischhauer
Allan Fork
Kurt Hull
Jo Ann Jones
Alan Kennard
Andre Lee
Katherine Maschler
Elaine McDaniel
Jon Mercant
Jannette Metcalfe
David Miller
Joan Ann Mrava

Jerry Muraoka
Abbas Namazi
Denise Nevin
Jeffery Powell
Michael Rahni
Marcia Russell
O'Harrall Sago
Rory Schlueter
Brenda Williams
Ronald Williamson

Fine Arts

Peter Abilogu
Deborah Aitken
Margaret Ames
Craig Antrim
Cynthia Bahti
Caroline Blake

Beverly Bledsoe
Linda Busch
Patricia Caufield
Tina Chambers
Barry Cogert
Robert Coomber

Camille Cornelius
Jose Costas
Robert Dalton
Rodman de la Cruz
J. Carola de la Rocha
John Dearman

Kimberly DeShazo
Rhonda Dillon
James Dowdalls
Mary Drobny
Barbara Dyer
Susan Einstein
Sandra Esslinger
Kurt Festinger
Virginia Frazier
Jonathon Grasse
Gloriane Harris
Richard Hastings
Susan Helfter
Michael Herman
Heidi Hinds
Hiroko Hojo
Grant Hungerford
Gary Y. Iida
Maria Jaque
Karin Jensen
Kim Jensen
Isadora Johnson
Leroy Kim
Jack King
Lawrence Klepper
Rona Klinghofer
Damon Kupper
Janice Ledgerwood-
McKenzie

Health Sciences & Athletics

Peter Anderson
Anthony Armand
Gloria Bailey
Teri Ballard
Sivi Banks-Carson
Gregory Bergeron
Richard Blount
Keith Brown
Sacha Bryant
Susan Calderon
Marisa Chang
Pamela Chappell
Delia Cunningham
Lynette Dahlman
Mina Dastgheib

Nathan Lilienthal
Kristi Lobitz
Norman Looney
James Mack
Patricia Maki
Annie Malone
Alfred W. Marshall
Margot Martin
Rachel Mayeri
Robert Maynard
Susanna Meiers
Rosalyn Mesquita
Andrea Micallef
Karen B. Miller
Michael Miller
Ruby Millsap
Joseph Mitchell
Thomas Murdock
Vicki Muto
Mark Nelson
Binh Ngo
Dee Marie Nieto
Michael Oates
Nancy OBrien
Terrell O'Donnell
Marian Bodnar O'Keefe
Brian Olson
Thomas Owens
Laurel Paley

Linda Delzeit
Kathleen Ann Du Ross
Ronald Evangelista
Larry H. Franklin
Diana B. Galias
Norene Gift
Hiroko Hojo
William Hood
Michael Houck
Paula Huggins
Kevin Hughley
Paul Ichino
Mikhail Itkin
Sherry Jenkins
Karin Jensen

David S. Parsons
Ann Patterson
Deborah Patterson
Jeffrey Paul
Wayne Perkins
Deon Price
William Pupa
Michael Quinn
Dorothy Ray
Lois Roberts
Gary Robertson
James Russell
Victoria Sanchez
Lloyd Sherman
John Shipman
Diane Simons
Konstantin Sirounian
Rena Small-Wilson
Howlett Smith
Susan Ste Marie
Joseph Stone
Bruce Tellier
Sandra Trepasso
Rickey Tyler
Stella Vogner
Noah Webb
Rex Wells
Jeanette Wrate
Eunee Yee

Bonnie Kayser
Rachel Keller
Margaret Kidwell-Udin
Monica Lizarraga
Paula Marchica
Maria Martinez
Andrew Martz
Stan Mintz
Josephine Moore
Helen Nakano
Mary Ogi
Ellen Olaivar
Larry Paul
Fred Petersen
Christine Plummer

Rolando Reyes
Heidi Roberts
Noel Rollon
Kathleen Rosales
Constance Schwartzman
Kiran Sharma
Stephen Shaw
Sean Sheil

Julia Sprague
Gary Stephens
Susan Stohrer
Darryl Sue
Kyra Tatman
Mark Thomas
Terry Titus
Matthew Trites

Steven Van Kanegan
John Verdugo
Linda Visintainer
Danielle R. Walsh
Lisa Weyh
Joyce Wise
Karen Wyatt
Mits Yamashita

Humanities

John Accomando
Rebecca Sookhee Ahn
Crystal Allen
Joan Anderson
Jack Arensmeyer
Samy Ayari
Jeannine Barba
Rosalie Barlock
Yolanda Barnes
Maria Bauer
Mariah Beilke
Elaine Bender
Vicki Blaho
Ottillie Boboc
Mary Borell
Allison Boyce
Hector Carrio
Zeina Chakhchir
Kathleen Collins
Aleta Davis
Mildred Drake
Joan Engelhaupt
Helen Factor
Elizabeth Fenner
Adrian Feuchtwanger
Lynn Fox
Antonio Gonzalez
Ellen Griffin
Julia Hackner
Bob Halpern
Carroll Hauser
Hiltrud Heller
Elizabeth Hindman
William Hoanzl

Venice Hong
Patricia Hoovler
Aura Imbarus
Roberto Jimenez
Jeffrey Jolly
Bruce Kermane
Jennifer Knox
Jacqueline Komninos
Debra Lorango
Rebecca Loya
Sandra Maltez
Andrew Marshall
Leigh Anne McKellar
Debra Mochidome
Donna Moore
Eric Nash
Kareema Nasouf
Susan Niemeyer
Susan Nozaki
Scott Odom
Sharon Osburg
Amir Pamugh
Eric Paschek
Bonita Pereyra
Carolina Perez
Claudia Prada
Joshua Pryor
Robert Puglisi
Molly Purcell
Cynthia Quintero
Erendira Ramirez
Loretta Ramirez
Ellen Reddingius
Robert Reichle

Natalie Ricard
Robert Robertson
Alicia Rodriguez
Bruno Rota
Marian Ruane
Shannon Runningbear
Helen Sabin
Errol Sanborn
Ruth Sanchez
David Schlick
Gary Scruggs
Dale Shannon
Harmon Sharp, III
Beth Shibata
Grace Shibata
Jan Shimauro
Kent Stoddart
Elizabeth Sturgeon
Eric Takamine
Kanzo Takemori
Norma E Tamer
Darrell Thompson
Cindy Tino-Sandoval
Rhonda Walker
Donna West
John Wietting
Wendy Wright
Xiaowen Wu
Yong Yoon
Nina Yoshida
Hailiang Zhao
Alfred Zucker

Industry & Technology

Gary Arneson
Mark Arnold
George Allen Barber
Danny Barley
Patricia Bitker
Sergio Borbon
Timothy Breman
Henry Brown
Vera Bruce
Beverly Carlson
Anthony Chisum
Kevin Coffelt
Nicholas Colin
Julia Collett
Katherine Conley
Bruce Cook
Victor De la Torre
Tawfiq Said Deek
David Chi Do
Jeffrey Donahue
Mark Early
Michael Effler
Robert Engler
Robert Guenther
Gregory Guerrero
Craig Halker
Charles Hamilton
Tommy Jester
Glenna Johnson

June Johnson
William Johnson
Wendy Kahan
George Karnazes
Jerry Kinnan
Charles Knight
Thomas Kurth
James Lemmon
Vincent Leone
Mark Lepore
Edward Lugo
Lee MacPherson
Christine Mariotti
Richard Martinez
Victoria Martinez
Daniel Martz
James Mock
Pete Moraga
Craig Neumann
Nick Nickolin
Kent O Steen
Robert Olmsted
Roberto Pandolfi
Maximeno Pena
Tony Perkins
Karen Peters
David Richardson
Eugene Rock
Bernardo Rodriguez

David Rodriguez
Rey Rojo
Monique Schaefer
John Schwab
Nancy Schwab
Franz Seifert
Richard Shima
John Skipper
John Slawson
Michael Smith
Robert Smith
Mary Sprague
Michael Thomas
Steve Tsumura
Dale Ueda
George Valenzuela
Daniel Valladares
Philip Walls
Anthony Wang
Sue Warren
Sue Ann Wenzlaff
Carl Whitaker
Marc Wilkins
Ronald Williams
Shirley Williams
Mits Yamashita

Instructional Services

Maria Armstrong
Vicki Blaho
Joan Dee Blank
Frances Brown
Tisa Casas
Maria Chovan
Paul Culton
Sheila Dell
Susan Diamond-Bucher

Oscar Lee Douglas
Bruce Fitzpatrick
Barbara Gomez
John Green
Paul Harley
Brenda Jackson
Edward Kelly
Sheila Lenham
Mashairi Muir

Robert Murchison
Heidi Neu
Bryan Ouchi
Nancy Soto
Patsy Tebbs
Alfred Wrobel
Patricia Zimmer

Mathematical Sciences

Farid Amoozegar
Mohsen Baharvand
Robert Bauman

Beyenne Bayssa
Mark Burgin
Robert Caldwell

Paul Chang
Wei-Feng Chen
John Criscuolo

Zekarias Dammerna
Manolita L. Formanes
Gregory Fry
Monte Furuya
Theodore Gibson
Jack Gill
Astatke Gizaw
Haskell Goldman
Hamza Hamza
Raymond Ho
Shiuling Huang
Alan Kokka
William Latto Jr.
Vazken Madenlian
Cornelius Mahoney
Steve Martinez

Paul Matsumoto
Tony McQuilkin
Wendy Miao
David Nakatani
Alice O'Leary
Delores Owens
Mohammad Rahnavaard
George Rainey
Lernik Saakian
Oussama M. Safadi
Nashat Saweris
Darlene Schaefer
Matthew Schroeder
Michael Semenoff
Asher Shamam
Richard Sibner

Shane Smith
Gizaw Tadele
James Taylor
Ralph Taylor
Alberto Toledano
Michael Tran
Terry Trevarthen
Clark Vanish
Patrick Webster
Jack Wong
Rich Wong
Christie Yang
Michael Zeitzew

Natural Sciences

Robin Abbott
Alireza Ansari
Kimberly Benjamin
Elena Bernick
Michael Brennan
David Clement
Lynn Fielding
Bruce Fitzpatrick
Donald Frye
Bijan Haeri
Jacqueline Hams

Francisco Izaguirre
Kevin Kane
Stephen Koletty
Mathew Koutroulis
Elroy Lang
Huyen Nguyen
John Ogren
Leon Palmer
M. Hassan Rezaie Boroon
George Rossano
Vineeta Sachdev

Ahmed Salama
Richard Slocum
Donna M. Speckman
Margo Steinman
Thomas Stewart
Ellen Suzuki
Michel Van Biezen
Carla Weaver
Jan West

41. Employment - The following part-time/substitute instructors to be hired to teach fall semester 2001.

Behavioral & Social Sciences

Marie Butler

Frieda Dowden

Julie Enger

Business

Chris Adams
Glenda Brass
Derf Fredericks
Gene Lowther

Randy Quiroz
John Rodi
Adell L. Shay
Jamy Starr

Robert Stephens
Paula Teske

Fine Arts

Caroline Blake
Beverly Bledsoe
Tina Chambers

Camille Cornelius
Jose Costas
Robert Dalton

J. Carola de la Rocha
Rhonda Dillon
James Dowdalls

Mary Drobny
Susan Einstein
Jonathon Grasse
Gloriane Harris
Richard Hastings
Hiroko Hojo
Gary Y. Iida
Karin Jensen
Kim Jensen
Leroy Kim
Jack King
Lawrence Klepper

Damon Kupper
Janice Ledgerwood-
McKenzie
Nathan Lilienthal
Margot Martin
Rachel Mayeri
Karen B. Miller
Ruby Millsap
Thomas Murdock
Vicki Muto
Dee Marie Nieto
Michael Oates

Terrell O'Donnell
Brian Olson
Deborah Patterson
Wayne Perkins
William Pupa
Dorothy Ray
Victoria Sanchez
Susan Ste Marie
Sandra Trepasso
Rickey Tyler
Jeanette Wrate

Health Sciences & Athletics

Gloria Bailey
Gregory Bergeron

Mary Ogi
Sean Sheil

Julia Sprague

Humanities

Christine Kurpiel

Industry & Technology

Richard Beckman
Robert Diaz
Robert Engler
John Erwin
Wendy Kahan

Rudolph Kattan
Mark Lepore
Russell Lewis
Michael Nothern
Scott Simpson

Robert Smith
Bradley Sweatt
George Valenzuela
Daniel Valladares

Mathematical Sciences

Raymond Liles

Natural Sciences

Alireza Ansari

Vineeta Sachdev

Philip K. Von Hungen

Classified Personnel

1. Retirement - Mr. Nikola Vukovich, Painter, Range 35, Step E, Facilities, Planning and Services Division, Administrative Services Area, effective July 19, 2001, and that a plaque be presented to him for service to the District since 1989.
2. Termination - Ms. Helena Artiano, Senior Clerical Assistant, Range 24, Step B, Counseling/Student Services Division, Student and Community Advancement Area, effective June 26, 2001.
3. Personal Leave of Absence 50% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Student Development/Student Services Division, Student and Community Advancement Area, effective August 20, 2001 through June 18, 2002.

4. Amend Work Out of Classification - Mr. Gerald Hansen Jr., from Theatre Technician, Range 31, Step B (instead of E), to Stage Manager, Range 38, Step A, (instead of B) Fine Arts Division, Academic Affairs Area, on an as-needed basis, effective July 1, 2001 through June 30, 2002.
5. Extend Work Out of Classification - Ms. Miriam Davis, Administrative Assistant I, Range 27, Step E, to Project Specialist Range 32, Step D, to work 50% at the Center for Applied Competitive Technologies, and 50% at the Small Business Development Center, Student and Community Advancement Area, effective June 1 through July 31, 2001.
6. Extended Work Out of Classification - Ms. Lavonne Jackson, Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant II, Range 31, Step C, Business Division, Academic Affairs Area, effective May 1 through August 31, 2001.
7. Work Out of Classification - Ms. La Tonjya Greene-Anderson, 49.5% Clerical Assistant, Range 20, Step E, to 100% Senior Clerical Assistant, Range 24, Step D, Counseling/Student Services Division, Student and Community Advancement Area, effective July 1 through December 31, 2001.
8. Promotion - Mr. William Bliss, from Carpenter, Range 35, Step E, to Lead Worker - Services, Range 41, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective August 1, 2001.
9. Amend Employment - Ms. Rebecca Loya, 75% Program Coordinator, ESL Assessment, Range 36, Step A, (instead of Step 4) Humanities Division, Academic Affairs Area, effective July 2, 2001.
10. Employment - Mr. Julio Arias, Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, effective August 1, 2001.
11. Employment - Ms. Toni Gurrola, Administrative Assistant II, Range 31, Step A, Business Division, Academic Affairs Area, effective August 1, 2001.
12. Employment - Mr. Maurcie Kogon, Director - International Business Development, Range 11, Step 2, Center for International Trade Development/Community Advancement Division, Student and Community Advancement Area, effective August 6, 2001.
13. Employment - Ms. Madeleine Lehwald, Secretary, Range 25, Step A, Planning Research and Development Division, Student and Community Advancement Area, effective August 1, 2001.
14. Employment - Ms. Debra Maciel, Administrative Assistant I, Range 27, Step A, International Trade Development Center/Community Advancement Division, Student and Community Advancement Area, effective August 1, 2001.

15. Employment - Mr. James Threatt, Small Business Services Director, Range 11, Step 2, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective August 1, 2001.

Temporary Classified Personnel

16. Extend Employment -Ms. Judith Norton, Special Project Temporary Administrator V, California Virtual Campus Professional Development Center Coordinator, Academic Affairs Area, effective June 1 through June 30, 2001.

17. Extend Employment - Mr. Tony Sotos, Special Project Temporary Administrator IV, Instructional Services Division, Academic Affairs Area, effective June 1 through June 30, 2001.

18. Employment - Ms. Tracye Jones, Special Project Temporary Administrator V, Calworks/Community Advancement Division, Student and Community Advancement Area, effective June 1, 2001, through May 31, 2002.

19. Employment - Ms. Judith Norton, Special Project Temporary Administrator V, California Virtual Campus Professional Development Center Coordinator, Academic Affairs Area, effective July 1, 2001, through May 31, 2002.

20. Employment - Mr. Tony Sotos, Special Project Temporary Administrator, Range V, Instructional Services Division, Academic Affairs Area, effective July 1, 2001, through May 31, 2002.

21. The following short-term employees for service on an as-needed basis for the 2000-2001 fiscal year:

Gissell Gonzalez

William Guerra

22. The following short-term employees for service on an as-needed basis effective July 3 through August 31, 2001:

Luis Barraeta

23. The following short-term employees for service on an as-needed basis for the 2001-2002 fiscal year:

Patricia Arbizio
Kenner Bailey
Luis Contreras
Janice Davis
Mary Anne Fedorchuk
Gissell Gonzalez
Lawrence Green II

William Guerra
Carmen Navarro
Brenda Peterson
Derek Poepoe
Carol Sakanashi
Pamela Scotini
Leni Sequitin

Shirley Snider
Tammy Starnes
Christian Thiele
Carmen Tull
Sachi Watari

B. CLASSIFIED PROFESSIONAL GROWTH

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

Management Skills for Secretaries, Administrative Assistants, and Support Staff; Costa Mesa, CA – Gabriella Lopez. July 27, 2001. \$195.00 + transportation.

Communications Graphics, Cal State Dominguez Hills, Fall 2001 Semester – Rodolfo Lopez. \$400.00 maximum.

C. REVISED ADMINISTRATOR POSITION AND CLASSIFICATION SPECIFICATIONS

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

Assistant Director of Admissions & Records as shown on pages 18-20.

Dean of Community Advancement pages 21-24.

Assistant Director – Information & Technology Services pages 25-27.

Dean Student Services (Completely rewritten. No existing duties carried forward) pages 28-30.

D. NOTICE OF SCHEDULING OF HEARING: EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE AMERICAN FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO, FOR REOPENER NEGOTIATIONS

It is recommended that the Board of Trustees conduct a hearing at the August 20th Board Meeting regarding the intent to negotiate in Fall 2001 to discuss issues pertaining to the calendar and part-time faculty issues. These are reopener negotiations pursuant to the 2000-2003 collective bargaining agreement. The articles to be discussed are:

- Article VI Classification of Faculty Members
- Article VIII Hours and Working Conditions
- Article IX Summer Session
- Article X Compensation
- Article XI Paid Leaves
- Article XIV Vacation
- Article XV Holidays
- Article XVI Professional Meetings and Conferences
- Article XX Faculty Evaluations
- Article XXV Conditions and Duration
- Appendix D-2 Child Development

E. VOLUNTEERS:

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

Jonathan Atienza
Diana Kay
Nancie Mack

Orlando Medina
Jack Messenger
Linda Richardson

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR – ADMISSIONS & RECORDS

BASIC FUNCTIONS:

Under the direction of the Director of Admissions & Records, plan, organize and coordinate the activities of admissions, ~~recruitment~~–registration and records for the college; supervise the process for transcript issuances, enrollment certifications, residency determination; coordinate registration and student records procedures and processes; supervise office staff and functions.

REPRESENTATIVE DUTIES:

Plan, coordinate and supervise the activities of admissions, records, and registration, including the processes for determining residency, evaluation and issuance of transcripts and enrollment certifications, and review of student petitions and waivers.

Develop, plan and coordinate the registration procedures for the District, including the preparation of registration data; prepare and distribute comparison reports reflecting application, records and student registration statistics and other related reports as required.

Maintain *the on-line application, the* on-line registration and student records files; maintain liaison with technical computer services staff regarding new and/or modified programs and services; coordinate data processing requests and deliveries.

Develop and coordinate the admissions, records and related sections of college publications including college catalog, class schedules and home page.

Develop counter and telephone schedules to ensure effective coverage; implement, supervise and maintain a complex telephone and in-person systems of registration.

Supervise the maintenance, microfilming, imaging and storage of student records; oversee the distribution and collection of attendance and grade rosters.

Interpret and apply State-mandated guidelines; recommend policies and procedures and guidelines.

Assist with overseeing the evaluation of student records for meeting Associate Degree and Certification program changes, credit by exam, independent study, changing grades, etc.

Supervise the verification process of various external organizations including Veterans Administration, courts and legal processes and other governmental agencies as required.

Hire, train, supervise and evaluate assigned classified and hourly staff to ensure adequate coverage during peak periods.

Assist with development and preparation of the department budget.

Maintain communications with faculty, staff and other departments of the college and district in areas related to department functions.

Perform other related job duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

General regulations, laws and policies pertaining to California Community College admissions, registration and student records activities.

Computerized student registration and student record files system.

Policies and legal issues related to admission and attendance of international students.

English usage, spelling, grammar and punctuation.

Administrative survey and reporting techniques.

Principles of supervision and training.

Budgetary methods and procedures.

Electronic data processing and records management systems, including but not limited to imaging systems, degree audits and voice response systems.

Modern office equipment and procedures; use of personal computers for typical office applications, such as word processing, spreadsheets and data base management.

ABILITY TO:

Supervise the admissions, records and registration ~~and recruitment~~ processes for a community college in an effective manner.

Establish and implement an effective registration appointment calendar and schedule.

Interpret college procedures and procedures related to admissions, records and registration issues.

Assist students in resolving admissions, records, and registration problems such as schedule conflicts, program changes, credit by exam, individualized study and changing needs.

Communicate effectively both orally and in writing.

Oversee and maintain a registration and student record process including a voice response system.

Plan, organize and complete assignments with a minimal amount of detailed instructions.

Recommend and draft policies, regulations, rules, contracts, directives and technical materials.

Read analyze and apply complex written materials.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contracted in the course of work.

Ability to work either morning or evening shift.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in a related field and at least *five-three* years progressive, responsible work experience in the area of student related services in an educational institution, including at least two years of supervisory or oversight experience.

WORKING CONDITIONS:

Typical office setting.

Long periods of standing and sitting.

Frequently moves from one work area to another.

Interact with a variety of individuals.

Hours may vary depending upon assigned shift.

Administrator Salary Schedule Range 11

Board Approved: July 16, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF COMMUNITY ADVANCEMENT

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, provide leadership to the Community Advancement Division in planning, organizing and directing the provision of quality, non-traditional education programs and services, including, but not limited to contract education, business partnerships, Workplace Learning Resource Center, Center for Applied Competitive Technologies (CACT), Small Business Development Center, Community Education Center for International Trade Development and California-Mexico Trade Assistance Center; supervise the administration of the Division budget; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide leadership for non-traditional program development and work with a diverse group of managers, faculty, staff and community representatives to plan for the provision of quality programs and services in the areas of business and community training, education and partnerships.

Provide leadership and training for the acquisition of grants, special funding and external support for institutional advancement.

Provide leadership in the use of technology to facilitate the advancement of non-traditional business, industry and community programs and services.

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new non-traditional programs and services.

Confer with a multi-cultural community, business leaders, faculty and managers regarding ideas for community outreach and non-traditional program improvement.

Maintain current knowledge of new developments and innovative community outreach efforts and non-traditional educational and workplace learning programs in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet business and community needs.

Maintain knowledge of new grant sources and grant application processes and recommend changes to maintain successful grant applications.

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

Facilitate internal and external needs assessment surveys to ensure that the College is addressing the needs of the campus, business and industry and community.

Provide leadership in developing long-term business and industry and community partnerships and positive relations whereby the District is regarded as an integral part of business and industry and community.

Communicate with staff by holding regular meetings to facilitate planning and decision-making and to have staff informed about overall college issues and projects.

Provide leadership in the development of Division long-range plans, annual goals and objectives, and evaluative measures to ensure the on-going commitment to quality and excellence.

Evaluate the fiscal stability of non-traditional and community programs and services.

Provide leadership in budget development and manage financial resources consistent with District policy and sound financial management principles; allocate and re-allocate scarce resources among competing requests for funds.

Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.

Facilitate internal partnerships between and among the three major areas of the college: academic affairs, student and community advancement and administrative services.

Analyze requests for staff to meet short and long term needs and make recommendations to the Vice President; assist in the development of job descriptions for new positions.

Evaluate staff and program effectiveness, organize committees for the hiring process and assure compliance with district personnel policies, procedures and practices for the employment of faculty, classified staff, management, students and short-term, temporary and substitute workers.

Represent the District and the Vice President of Student and Community Advancement as needed.

Submit written and make oral reports and presentations as necessary to campus and community, state and national groups.

Support adherence to state and federal laws.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.
Policies and objectives of non-traditional education and business, community, and industry partnerships.
Non-traditional, adult learning and training methods.
Curriculum development; course articulation.
Community outreach methods, marketing strategies and principles.
Principles and practices of effective administration, supervision and training.
Interpersonal skills using tact, patience courtesy, respect.
Budget preparation and control.
District organization, operations, policies and objectives.
Oral and written communication skills.

ABILITY TO:

Plan, organize, develop and evaluate the provided programs, activities and services.
Develop and modify curriculum to meet student and community needs.
Communicate effectively, both verbally and in writing, with peers, faculty, staff, student and community members.
Work effectively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.
Present a positive image of the college.
Train, supervise and evaluate personnel.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines; plan and organize work effectively.
Work cooperatively and coordinate projects with other administrators and staff to offer effective services.
Understand the needs of the division in the context of the overall institutional program and participate with the management team to set goals and priorities for the College.
Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal-setting and decision-making.
Organize multiple projects and carry out required project details throughout the year.
Evaluate recommendations for program improvements and/or new program efforts.
Develop grant or special project applications.

EDUCATION AND EXPERIENCE:

Requires Master's degree or the equivalent* and ~~five-three~~ years of management-experience in program administration and budget management; sensitivity to and understanding of diverse

academic, socioeconomic, cultural and ethnic backgrounds of college students, and of individuals with disabilities.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 - Equivalence to the Minimum Qualifications.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.

Move from one work area to another.

Hand, wrist, finger dexterity to operate various office machines.

Multicultural diverse work environment.

Lift up to 25 lbs.

Administrator Salary Schedule - Range 16

Board approved: December 1996

Revised and Board Approved: June 11, 2001, July 16, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR – INFORMATION SYSTEMS & TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Director of Information Technology Services Systems, oversee the operations, services and activities of the ~~department~~ *division*; represent and function on behalf of the Director when required; ~~develops and maintain the various software used at the District; writes or~~ *oversee the development and maintenance used or created by the District*; oversee the writing of computer generated reports *sent* to the Chancellor's Office and manage staff.

REPRESENTATIVE DUTIES:

Make the day to day decisions regarding the operations, services and activities of Information Systems; interpret and administer district policies and objectives; provide necessary resources for implementing the District's technology master plan.

Represent the Director at meetings involving implementation of college policy and/or state mandated requirements and reports the results back to the District.

Develop plans, policies and procedures for providing services to the District; develop and implement long and short term plans; identify computer hardware and software needs.

Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participates on interview panels as requested.

Prioritize and schedule assignments; assign work to staff and review results; review requests for technology services and determine priority; establish internal mechanisms for assuring accurate and timely technology support for end users.

Provide technical assistance as required to *other divisions*. ~~operational units and analyze problems that occur in the production environment.~~

Meet with ~~end~~ users to determine requirements for modifications to existing systems or implementation of new systems; develop program specifications as required; communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflict and exchange information

Maintain standards, production and documentation for various programs and systems.

~~Familiar with the operation of mainframe computers, PCs, printers and other peripheral equipment.~~

Prepare and maintain a variety of records and reports. ~~submit reports to the State or Chancellor's Office as appropriate; distribute reports as appropriate.~~

Analyze computer generated statistics.

Monitor and change database requirements as needed for efficiency. ~~and response.~~

Attend a variety of meetings and conferences ~~as assigned~~ and serve on assigned committees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Information Systems and Services.

Hardware and software systems *including UNEX and Microsoft NT.*

Hardware and software problem diagnosis and resolution.

System design and analysis.

Principles and practices of administration, supervision, and training.

Record keeping techniques.

Operation of PCs, printers and other peripheral.

ABILITY:

Plan, organize and direct the daily activities of Information Systems.

Develop and maintain the various software packages used at the District.

Write or oversee the writing of computer generated reports. ~~to the Chancellor's Office~~

Train, supervise, and evaluate assigned staff.

Determine users needs and develop applications and systems accordingly.

Assign, monitor, and review work.

Analyze and resolve technical problems.

Work independently with little direction.

Communicate effectively both orally and written.

Maintain records and prepare reports.

Operate a computer and assigned office equipment.

Utilize various programming languages.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in computer science and programming and four years experience in the information technology field with increasing responsibility including one year in a supervisory or management capacity.

WORKING CONDITIONS:

May be required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, finger dexterity to operate various office machines.

Interact with a variety of individuals.

Lift up to 25 lbs.

Administrator Salary Schedule – Range 13

Board Approved – December 1996

Board Amended: July 16, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN – STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, provide leadership in planning, organizing and directing the provision of quality programs, projects and activities of assigned student services departments; supervise the administration of the Division budget; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide leadership to the operations of the Student Services Division, which may include but not be limited to Financial Aid and Scholarships, EOP&S, Student Development, Student Health Services and the Child Development Center.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions.

Maintain knowledge of new developments and innovative student services programs and practices in community colleges and higher education; recommend changes to maintain relevance of programs and services and to meet student needs.

Assure the effective implementation of policies and procedures regarding student discipline, students' rights and responsibilities, and student grievances; provide for effective conflict resolution, mediation and crisis intervention processes.

Participate in the activities of the Student and Community Advancement area and collaborate with other managers within the area in the development of area plans and functions.

Communicate and work closely with other divisions in implementing collaborative programs designed to meet student needs; facilitate internal partnerships between and among student support services, academic affairs and administrative services.

Provide program analysis and participate in strategic planning for student services and student support functions; collaborate with department managers in setting division priorities, both short-term and long-range.

Participate in the development and implementation of annual division goals and objectives; prepare the division's annual report.

Set priorities for resource needs; identify resources for development through grants and alternative sources when appropriate; provide leadership to the development and monitoring of the division's budget; manage financial resources consistent with District policy and sound financial management principles.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college, division and departments.

Regularly analyze division staffing needs and make recommendations to the Vice President of Student and Community Advancement; assist in the development of job descriptions for new positions; organize hiring committees and assure compliance with the District's personnel policies, procedures and practices.

Provide for staff training and development; participate in professional growth opportunities.

Evaluate managers, supervisors and staff and provide guidance in their professional development; collaborate in the development of their performance goals and objectives.

Provide leadership in the analysis of the division's technology needs and the implementation of technological advancements that may enhance the delivery of comprehensive student support programs and services.

Assure proper use and security of assigned facilities and equipment; comply with health and safety regulations.

Maintain effective communication with community and public agencies with which the college collaborates; participate in college-community partnerships; make presentations on behalf of the college.

Submit clearly written reports and analyses when requested.

Recommend and participate in the development of policy as necessary for the District to properly implement effective student services and student support programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Policies and regulations pertaining to assigned student services functions.

Conflict resolution, crisis intervention and mediation techniques.

Technological advancements and their application to student services.

Development, implementation and monitoring of budgets; resource development.

Effective collaboration, communication and supervisory techniques.

District organization, operations, policies and procedures.

Planning, evaluation, establishment of goals and measurable objectives.

ABILITY TO:

Plan, organize, develop and evaluate the programs and activities of the assigned student services functions.

Communicate effectively, both orally and in writing, with a variety of audiences.

Work effectively with students, peers, faculty, staff and community members.

Present a positive image of the college.

Train, supervise and evaluate personnel.

Read, interpret, apply, and explain complex rules, regulations, policies and procedures.

Work effectively with both large and small groups; facilitate effective meetings.

Meet schedules and timelines; plan and organize work effectively.

Work cooperatively, collaborate and coordinate projects with other administrators and staff.

Understand the needs of the division in the context of overall institutional priorities and needs; participate with the college's management team in setting the goals and priorities of the college.

Manage multiple priorities and projects and carry out required project details throughout the year.

EDUCATION AND EXPERIENCE:

Master's degree or the equivalent,* three years experience in program administration, and experience with budget management.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, finger dexterity to operate various office machines.

Lift up to 25 lbs.

Administrator Salary Schedule - Range 16

Board Approved: July 16, 2001

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. Travel.....Page 1

A. Travel

It is recommended that the Board approve the following travel:

1. Association of Community College Trustees – Conference
Dr. Nathaniel Jackson, October 10-16, 2001, San Diego, California with no loss of salary, with transportation and necessary expenses paid.
2. Community College League of California – Student Trustee Workshops
Student Member, Mr. Glen A. Chapple, August 10-11, 2001, and February 2-3, 2002, Sacramento, California, with transportation and necessary expenses paid.
3. California Community Colleges Chief Executive Officers Meetings
President Thomas M. Fallo, Fiscal Year 2001-2002 – State of California with no loss of salary, with transportation and necessary expenses paid.
4. California State Legislative Session
President Thomas M. Fallo, Fiscal Year 2001-2002 – Sacramento, California, with no loss of salary, with transportation and necessary expenses paid.
5. California State Chancellor's Budget Process Change Meetings
President Thomas M. Fallo, Fiscal Year 2001-2002 – Sacramento, California, with no loss of salary, with transportation and necessary expenses paid.
6. Statewide Association of Community Colleges, Joint Powers Authority
President Thomas M. Fallo, Fiscal Year 2001-2002, to attend meetings throughout the State of California, with no loss of salary, transportation and necessary expenses paid by Statewide Association of Community Colleges, Joint Powers Authority.
7. Association of Community Colleges Trustees Meetings
President Thomas M. Fallo, Fiscal Year 2001-2002, with no loss of salary, with transportation and necessary expenses paid.

8. Community College League of California Meetings
President Thomas M. Fallo, Fiscal Year 2001-2002 – State of California, with no loss of salary, with transportation and necessary expenses paid.

9. California Community Colleges – Board of Governor's Meetings
President Thomas M. Fallo, Fiscal Year 2001-2002 – State of California, with no loss of salary, with transportation and necessary expenses paid.