

Agenda, Tuesday, February 19, 2002
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**

- II. Approval of Minutes of the Regular Board Meeting of January 22, 2002**
- 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, Pages 1-10
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-11
 - D. Administrative Services
See Administrative Services Agenda, Pages 1-6
See Human Resources Agenda, Pages 1–32
 - E. Superintendent/President
See Superintendent/President Agenda, Page 1

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

- VII. Oral Reports**
 - A. Board of Trustees Report
 - B. President’s Report
 - C. Academic Senate Report

- VIII. Closed Session**
 - A. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 2 Cases
 - 2. President’s Evaluation

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

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A. CENTER FOR THE ARTS PRESENTATION – 2001/2002

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

Performance

Correction

1. **Kartik Seshadri** February 2, 2002 \$5,500

Payable to: Kartik Seshadri Ensemble

(Note: Previously Board approved March 19, 2001, for \$4,500. It should be noted that \$2,750 is being issued for this performance by the California Arts Council Grant.)

B. INSTRUCTIONAL FIELD TRIPS – SPRING 2002

It is recommended that the Board approve the following instructional field trips for Spring 2002:

1. March 1-4, 2002 – Mr. Joseph Holliday – Geology 30B Class, estimated students 20, Death Valley National Park – depart 9:00 a.m. (3/1), return 4:00 p.m. (3/4) – Van transportation.
2. March 2, 2002 – Mr. Matt Ebner – Geography 6 Class, estimated students 30, Mojave national Preserve – depart 7:00 a.m., return 8:00 p.m., Van transportation.
3. March 9-10, 2002 – Mr. Jack Horn – Horticulture 44 Class, estimated students 18, Joshua Tree National Park – depart 9:00 a.m. (3/9), return 3:00 p.m. (3/10) – Van transportation.
4. April 13, 2002 – Mr. Jack Horn – Horticulture 44 Class, estimated students 18, North Angeles National Forest and South Los Padres National Forest – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
5. May 5, 2002 – Mr. Jack Horn – Horticulture 44 Class, estimated students 18, Wrightwood Area, Los Angeles National Forest – depart 9:00 a.m., return 4:00 p.m. – Van transportation.

C. CURRICULUM CHANGE - EFFECTIVE 2002-2003 ACADEMIC YEAR

It is recommended that the Board approve the curriculum correction listed below. It should be noted that the information submitted for the new course, Mathematics 10B, approved by the Board on January 22, 2002, was incomplete inasmuch as the course's prerequisite was not included.

1. Mathematics 10B – Basic Arithmetic Skills, Part II
Units: 2 Lecture: 2 hours Faculty Load: 13.333%
Prerequisite: Mathematics 10A with a minimum grade of C

Credit, not degree applicable

This course is a continuation of arithmetic and is designed to develop number and operation sense using decimals and percents and to develop problem-solving skills using proportions.

Topics include writing decimals in various forms, estimation, ratios, and applications.

Note: Students enrolled in this course are required to participate in individual and group activities.

D. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2002-2003 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2002-2003 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

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

1. Anthropology 1 – Introduction to Physical Anthropology

Current Status/Proposed Change

The study of the human as a physical being. This course explores and emphasizes the evolution and physical diversity of the human species. The origin and antiquity of our species; the relationship of the human to animals. Topics include genetics, mechanisms of evolutionary change, human variation, and the reconstruction of human evolutionary history through examination of the fossil discoveries, and racial phenomena. record and comparative studies of the living non-human primates.

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

1. History 16AL – The African American in the United States, 1600 to 1877: Lecture, Film, and Events Laboratory

Current Status/Proposed Change

Attendance is required at selected lectures, film, video presentations, workshops, or other activities offered by the South Bay El Camino Center for the Arts, the History Department, the American Studies program, or through Media Services.

2. History 18A – Women and American History from the Colonial Era to 1870

Current Status/Proposed Change

This course surveys the history of women in America from the Colonial Era to 1870. Through the exploration of the nation of American Womanhood, the course will focus on the realities of the public and personal lives of women as well as the efforts of women to broaden their scope of experience and autonomy. Consideration will also be given to concepts that best describe the historical position of women in society; women as history

makers and interpreters of the that history; and the contributions women have made to the development of American civilization.

3. History 18AL - Women and American History from the Colonial Era to 1870: Lecture, Film and Events Laboratory

Current Status/Proposed Change

Attendance is required at selected lectures, films, video presentations, workshops or other activities offered by the South Bay El Camino Center for the Arts, the History Department, the American Studies program, or through Media Services.

4. Philosophy 10 – History of Ancient and Medieval Philosophy

Current Status/Proposed Change

~~History and development of principal ancient and medieval philosophies of western culture. Chronological~~ This course offers a chronological examination of Western philosophical thought developed between 600 B.C.E. and 1300 A.D. C.E., including the principle ancient and medieval philosophies of this time period. Topics: include Greek and Thought, Roman Thought thought, and the Rise rise and development of Christianity, Augustine and Aquinas.

5. Political Science 1 – Governments of the United States and California

Current Status/Proposed Change

~~Survey of principles of American Government. Covers the Constitution.~~ This course is a survey of the concepts, theories, and functions, and administration of the governments of the United States and California; of the American political system. The course covers the basic principles of the United States Constitution and the government of California with an emphasis on the impact formal and informal influences of federalism on the national and state governments.

6. Psychology 11 –Child Psychology

Current Status/Proposed Change

~~The~~ This course is a scientific study of the physical, cognitive, and psychosocial development of the child children from conception to young adulthood. ~~The~~ This course stresses body changes covers the physical changes that a child experiences, as well as and focuses on the development of thought, language, emotions, personality, and social relationships. The principles and theories that underlie child development are also emphasized.

7. Psychology 21 – Introduction to the Psychology of Consciousness

Current Status/Proposed Change

~~Scientific and other systematic approaches to the understanding and expansion~~ This course focuses on the scientific investigation of consciousness, including parapsychology. This includes, but is not limited to, the areas of dream analysis, meditation, life death questions, near death experiences, extrasensory perception (ESP), altered states and brain functions, and other current Current research, theories, methods, and historical perspectives. overview

will be considered. In addition, other approaches to developing the mind from Eastern cultures such as Yoga, Zen Buddhism, and contemporary Sufism will be examined.

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

1. Sociology 2 – Marriage and Family Living

Current Status/Proposed Change

Recommended Preparation: Sociology 5; eligibility for English 1A

~~Sociological~~ This course covers the sociological and psychological understandings of marriage and family living practiced in the United States and in selected various cultures worldwide. ~~Such topics as~~ Topics include singlehood, love, cohabitation, marriage law, divorce, and separation, cultural and historical variation, communication, and conflict and others resolution will be studied.

COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. History 16A – The African American in the United States, 1600 to 1877

NEW COURSE

1. Education 180 – Family, School, Community Partnerships

Units: 3 Lecture: 3 hours Faculty Load: 20%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Transfer CSU

This course is designed to introduce students to various family, school, and community partnership models and approaches. Students will acquire knowledge and skills toward fostering two-way partnerships with families and communities of diverse backgrounds. Students will develop historical, legal, social, and political perspectives regarding educational access and equity for the diverse student populations found in contemporary classrooms. Students will learn how to apply their knowledge and understanding of ethnically and linguistically diverse families and communities toward building effective relationships. This course includes 10 hours of fieldwork.

DISTANCE EDUCATION COURSE VERSIONS

1. Political Science 1 – Governments of the United States and California (Online)
2. Political Science 1 - Governments of the United States and California (Telecourse)

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSE

1. Nursing 66 – Nursing Pharmacology

CHANGES IN DESCRIPTIVE TITLE, UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. First Aid 4 – Principles of Cardiopulmonary Resuscitation Certification (CPR)
Units: ~~.5~~ 1 Lecture: 1 hour Lab: ~~2 hours~~ .5 hours (6 weeks) (18 weeks)
Faculty Load: ~~5.55~~ 9.167 %
This course is designed to give the following American National Red Cross (ANRC) Cardiopulmonary Resuscitation (CPR) Certifications: a) Adult, b) Infant and Child, and c) Basic Life Support for the professional rescuer (two rescuer). Topics include: rescue breathing, choking, provides students with concepts and skills needed to recognize and respond to life-threatening emergencies such as cardiac distress and arrest, recognition and prevention of cardiovascular disease, and the community emergency medical services system. respiratory arrest, cerebrovascular accident, and foreign-body airway obstruction (choking). The rescue breathing, relief of foreign-body airway obstruction and CPR skills will be taught for victims of all ages including infants, children, and adults. Equipment includes barrier devices for ventilation, bag-masks, and use of an automated external defibrillator (AED). Demonstration of skill proficiency and passing written exams with a minimum of 80% success will qualify students for certification by the American Heart Association.

INDUSTRY AND TECHNOLOGY DIVISION

CHANGES IN LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Machine Tool Technology 10A - Introduction to CAD/CAM
Current Status/Proposed Change
Lecture: 3 hours Lab: 1 hour Faculty Load: ~~20~~ 25%
This course covers the study of the fundamental concepts of Computer Aided Manufacturing (CAM). Concepts explored will include computer techniques, the application of computers in manufacturing, Computer Aided Design and Drafting (CADD) (CAD), Computer Numerical Control (NC) (CNC) programming, Automated Manufacturing, and Integrated CAD/CAM and Computer Integrated Manufacturing.

CHANGES IN UNITS, LECTURE/LAB HOURS, FACULTY LOAD

1. Construction Technology 109abcd - Application and Installation of Euro Style Hardware
Current Status/Proposed Change
Units: ~~4~~ 2 Lecture: ~~3~~ 1.5 hours Lab: ~~7~~ 3 hours (4 18 week course)
Faculty Load: ~~14.4~~ 25%

CHANGES IN DESCRIPTIVE TITLE, UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION, COURSE CONTENT

Current Status/Proposed Change

1. Administration of Justice 150 - ~~Reserve~~ Peace Officer Training Module - ~~5~~ Level ~~3~~ ~~III~~
Units: ~~7~~ ~~8~~ Lecture: ~~15~~ ~~6~~ hours Lab: ~~6.5~~ ~~6~~ hours (8 ~~18~~ week course)
Faculty Load: ~~58~~ ~~70~~%

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) certified Training Module - ~~police reserve~~ Level ~~3~~ ~~III~~ peace officer training officer candidates. A Level ~~3~~ ~~III~~ ~~reserve~~ peace officer may perform specified limited support duties that are not likely to result in physical arrests. The student will participate in a ~~162~~ ~~216~~ hours course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified by ~~the California Commission on Peace Officer Standards and Training (P.O.S.T.)~~, pursuant to California Penal Code Section ~~832.6~~ ~~836.6~~.

Note: Students who have earned credit in Administration of Justice 155 cannot receive unit credit for Administration of Justice 150.

MATHEMATICAL SCIENCES DIVISION

CHANGES IN UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Mathematics 70 - Intermediate Algebra

Current Status/Proposed Change

Units: ~~4~~ ~~5~~ Lecture: ~~4~~ ~~5~~ hours Faculty Load: ~~26.667~~ ~~33.333~~%

Prerequisite: Mathematics 40 or Mathematics 41B with a minimum grad of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

CHANGES IN UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION, COURSE CONTENT

1. Computer Science 2 - Introduction to Data Structures

Current Status/Proposed Change

Units: ~~4~~ ~~5~~ Lecture: ~~3~~ ~~4~~ Lab: 3 hours Faculty Load: ~~35~~ ~~41.667~~%

This course ~~presents elementary~~ includes a thorough coverage of pointer variables, function pointers, and structures and classes with member functions. Students will learn elementary data structures concepts, including stacks, queues, linked lists, dynamic memory allocation, recursion, binary trees, sorting and searching algorithms, efficiency

considerations, and general top-down program design and object oriented programming methods.

CHANGES IN UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION, COURSE CONTENT

1. Mathematics 180 - Precalculus

Current Status/Proposed Change

Units: 4 5 Lecture: 4 5 hours Faculty Load: 26.667 33.333%

Prerequisite: Mathematics 170 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

This course includes a study of algebraic, exponential, logarithmic, and trigonometric functions; an introduction to the algebra of matrices; sequences and series; with an introduction to analytic geometry; and applications.

NATURAL SCIENCES DIVISION

INACTIVATE COURSES

1. Chemistry 11 – World of Chemistry
2. Chemistry 12 – World of Chemistry Laboratory

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

1. Geography 5 – World Regional Geography

Current Status/Proposed Change

This course describes and explains such geographical issues as climate, natural vegetation, soils, land forms, natural resources, population, agriculture, industry, and transportation of surveys the major countries and regions and countries of the world, examining their environments, people, cities, resources, history, economies, and special problems.

2. Physics 11 – Descriptive Introduction to Physics

Current Status/Proposed Change

This course utilizes Lecture lectures and demonstrations with the emphasis placed on the presentation to present various principles of serious physics in a non-mathematical, down-to-earth manner. Momentum and Newton's Laws of motion; momentum as well as work and energy will be presented in all sections of Physics 11. Beyond that, Other topics will be selected at the discretion of the instructor from: gravitation, fluids, heat, sound, light, electricity and magnetism, atomic and modern physics, special and general relativity.

Note: Credit will not be granted to student who has completed a college physics course.

CHANGE IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Physics 1A – Mechanics of Solids
Current Status/Proposed Change
Prerequisite: Physics 11 and Physics 13, or Physics 2A with a minimum grade of C in prerequisite or one year of high school physics; ~~Math 5A~~ Mathematics 190 with a minimum grade of C or concurrent enrollment

2. Physics 1B – Fluids, Heat and Sound
Current Status/Proposed Change
Prerequisite: Physics 1A with a minimum grade of C; Mathematics ~~5B~~ 191 with a minimum grade of C or concurrent enrollment

3. Physics 1C – Electricity and Magnetism
Current Status/Proposed Change
Prerequisite: Physics 1A with a minimum grade of C; Mathematics ~~5B~~ 191 with a minimum grade of C

4. Physics 1D – Optics and Modern Physics
Current Status/Proposed Change
Prerequisite: Physics 1A with a minimum grade of C; Mathematics ~~5B~~ 191 with a minimum grade of C

5. Physics 3A – General Physics with Calculus
Current Status/Proposed Change
Prerequisite: Mathematics ~~5A~~ 160 or Mathematics 9A 190 with a minimum grade of C in prerequisite

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

1. Biology 10 – Fundamentals of Biology
Current Status/Proposed Change
Recommended Preparation: ~~eligibility for~~ English 1A 2R
Survey This course is a survey of all living things: prokaryotes, protists, fungi plants, and animals. Basic principles of structure, function, and relationships of living organisms, are discussed with special reference to humans.

2. Chemistry 20 – Fundamentals of Chemistry

Current Status/Proposed Change

~~Prerequisite: Mathematics 40 or 41B with a minimum grade of C in prerequisite or~~
~~qualification by testing (El Camino College Mathematics Placement Test)~~

~~and assessment~~

~~Recommended Preparation: eligibility for English 2R and for Mathematics 40~~

~~Fundamental theories~~ This course introduces fundamental theory and principles of chemistry applied to inorganic, organic, and biological chemistry: ~~atomic~~ Atomic and molecular structure, ~~kinetic-molecular theory~~, chemical and physical changes, ~~gases, solutions and colloids,~~ Emphasizes chemical nomenclature, equations and calculations will be emphasized.

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

Current Status/Proposed Change

1. ~~Geography 2 - Cultural Elements~~ Geography

~~This course describes and explains the cultural elements of geography including population distribution, surveys the geographic distribution of languages and religions, means of livelihood (from hunting and gathering to modern agriculture and industry), resource utilization, transportation, commerce, and settlement types and patterns.~~
interrelationships of cultural elements such as population, agriculture, industry, cities, religion, language, customs, and territorial organization.

NEW COURSE

1. Chemistry 25 – Chemistry for Prospective Elementary School Teachers

Units: 1.5 Lecture: 1 hour Lab: 2 hours Faculty Load: 16.667%

Prerequisite: Mathematics 40 or Mathematics 41B with a minimum grade of C in prerequisite or equivalent or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Credit, degree applicable; Transfer CSU

This course is designed to introduce basic principles of chemistry to students preparing to teach at the elementary school level. Utilizing experiments, exercises, and discussions to illustrate concepts, students will explore states of matter, atomic structure, periodic properties, chemical compounds and reactions, bonding, acids and bases, energy, and equilibrium.

E. SABBATICAL LEAVES OF ABSENCE – 2002/2003

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2002/2003:

1. Traditional Sabbatical

Susan Bachmann	Spring 2003
Carmen Calica	Fall 2002
Michael Eula	Fall 2002
Dan Heitmann	Spring 2003
William Hemmer	Spring 2003
Robert McLeod	Fall 2002
Dave Pierce	Fall 2002
Leigh St. John	Spring 2003

**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 coordinated through the Transfer Center and Project Success. The purposes of the trips are to provide students with university experience as well as cultural enrichment. Additional supervisors staff that may be needed: Rene Lozano, Carole Bush, Van Nguyen, Griselda Castro, Lori Losorelli, Trevor Rodriguez, Sue Oda-Omori, Ken Key, Ken Gaines, Elaine Moore, Stephanie Rodriguez, Bill Cooper, Terry Spearman, Tri Le, Lisa Raufman, Valencia Rayford, and Cheryl Beverly.

February 8, 2002 – Sue Oda-Omori and Rene’ Lozano, University of California at Riverside, Riverside, California. Estimated students 20. Depart 7am; return 5pm. Transportation by bus.

February 22, 2002 – Sue Oda-Omori and Rene’ Lozano, University of South California, Los Angeles, California. Estimated students 25. Depart 9am; return 2pm. Transportation by bus.

March 1, 2002 – Sue Oda-Omori and Rene’ Lozano, University of California at Riverside, Riverside, California. Estimated students 20. Department 7am; return 5pm. Transportation by bus.

March 1, 2002 – Elaine Moore and Bill Cooper, Eso Won Bookstore, Los Angeles, California. Estimated students 25. Depart 9am; return 11:30am. Transportation by bus.

March 1, 2002 – Avis Wilson, Mervyn’s Community Closet’s Spring ‘2000 Tour. Estimated students 10. Depart 7:45am; return 2pm. Transportation by bus.

March 8, 2002 – Sue Oda-Omori and Rene’ Lozano, University of San Diego/Cal State University San Marco, San Diego, California. Estimated students 25. Depart 7am; return 5pm. Transportation by bus.

March 8, 2002 – Van Nguyen – Orange County Elementary School, Santa Ana, California. Estimated students 12. Depart 8am; return 1pm. Transportation by vans.

March 12, 2002 – Sue Oda-Omori and Rene Lozano – Otis, Los Angeles, California. Estimated students 15. Depart 8am; return 3pm. Transportation by van.

March 14, 2002 – Sue Oda-Omori and Rene Lozano – Cal Arts, Valencia, California. Estimated Students 15. Depart 8am; return 3pm. Transportation by van.

March 15, 2002 – Sue Oda-Omori and Rene Lozano – Cal Poly, Pomona, California. Estimated students 15. Depart 8am; return 3pm. Transportation by van.

March 15, 2002 – Van Nguyen, Inglewood Court, Inglewood, California. Estimated students 12. Depart 8am; return 1pm. Transportation by vans.

March 22, 2002 – Art Center, Los Angeles, California. Estimated students 15. Depart 8am; return 3pm. Transportation by van.

April 5, 2002 – Van Nguyen, Long Beach Hospital, Long Beach, California. Depart 8am; return 1pm. Transportation by vans.

April 9, 2002 – Sue Oda-Omori and Rene Lozano, California State University at Long Beach, Long Beach, California. Estimated students 30. Depart 8am; return 3pm. Transportation by bus.

April 12, 2002 – Sue Oda-Omori and Rene Lozano, University of California at Los Angeles, Los Angeles, California. Estimated students 15. Depart 7am; return 4pm. Transportation by van.

April 13, 2002 – Sue Oda-Omori and Rene Lozano, University of California at Santa Barbara, Santa Barbara, California. Estimated students 15. Depart 7am; return 4pm. Transportation by van.

April 19, 2002 – Sue Oda-Omori and Rene Lozano, University of California at Northridge, Northridge, California. Estimated students 15. Depart 8am; return 4pm. Transportation by van.

April 20, 2002 – Sue Oda-Omori and Rene Lozano, University of Irvine, Irvine, California. Estimated students 15. Depart 7am; return 4pm. Transportation by van.

April 26, 2002 – Sue Oda-Omori and Rene Lozano, University of California at Los Angeles, Los Angeles, California. Estimated students 40. Depart 7am; return 5pm. Transportation by bus.

April 26, 2002 – Van Nguyen, Sachi & Sachi, Torrance, California. Estimated students 12. Depart 8am; return 1pm. Transportation by vans.

May 3, 2002 – Van Nguyen, Los Angeles Police Department, Los Angeles, California. Estimated students 12. Depart 8am; return 1pm. Transportation by vans.

B. GRANT – INFORMATION

It is recommended that the Board receive information concerning the following grant. No money is exchanged in the program, but in-kind contribution which allows the faculty members to pay for attendance at the National Teacher Preparation Conference:

Community college Humanities Association – Advancing the Humanities in Teacher Preparation Programs at Community Colleges. The goal of this Community College Humanities Association (CCHA) project is to strengthen community college programs for future teachers by building collaboration among faculty in the humanities disciplines and faculty who teach education courses. Grants will be awarded to successful applicants in the form of reimbursement of travel costs for two faculty members to attend a National Teacher Preparation conference in Washington, D.C. They will also provide two mentors to work with each college team.

Performance period: February 1, 2002 through March 31, 2003.

C. FORENSICS TEAM TOURNAMENTS – SPRING 2002

It is recommended that the Board approve the following Forensics Team Tournaments for Spring 2002:

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost*</u>
Feb 2-3	Sunset cliffs	Point Loma	\$3,000
Feb 15-16	Tabor-Vetinsky Invite	Cerritos	\$ 800
Feb 22-24	PSCFA Spring Champs	Long Beach	\$1,200
Mar 14-17	CCCFA State Championship	Concord, CA	\$3,500
Apr 7-13	Phi Rho Pi Nationals	Ft. Worth, TX	\$15,000

*Cost not to exceed

D. BOARD POLICY 5035 – WITHHOLDING OF STUDENT RECORD AND PRIVILEGES – First Reading

It is recommended that the Board receive for First Reading Board Policy 5035 – Withholding of Student Record and Privileges as shown on pages 3-4.

- E. REVISED BOARD POLICY 5050 – MATRICULATION – First Reading**
It is recommended that the Board receive for First Reading Revised Board Policy 5050 – Matriculation as shown on pages 3, 5-6.
- F. CASUAL AND STUDENT HOURLY RATE SCHEDULE – 20002**
It is recommended that the Board approve the Casual and Student Hourly Rate Schedule January 2, 2002 through June 30, 2002 as shown on pages 3, 7-11.

Board Policy 5035

**WITHHOLDING OF STUDENT
RECORD AND PRIVILEGES**

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas and registration privileges withheld.

Reference:

Title 5, Section 59410

Board Policy 5050

MATRICULATION

The El Camino Community College District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success.

The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goals through the District's established programs, policies and requirements.

Matriculation is a four-step process to help students obtain academic success and achieve their educational goals. The components of matriculation are: Admission, Orientation, Assessment, and Counseling. In addition, matriculation also provides student follow-up, training and coordination, and institutional research on student success.

The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives. Matriculation is intended to assist all students in gaining information about themselves and the college, establishing goals, developing their educational plan, helping them prepare to enroll and succeeding in their courses at El Camino College.

Reference:

Education Code Section 78210, et seq.
Title 5, Section 55500

El Camino College
Adopted

Replaces Board Policy 6131

MATRICULATION

6131

~~The District shall develop and incorporate a matriculation process for students
Subject to the mandates of the Board of Governors of the California Community
Colleges.~~

~~El Camino College
Policy
Adopted: 3/26/84~~

EL CAMINO COMMUNITY COLLEGE DISTRICT

Casual and Student Employee Hourly Rate Schedule

Effective **January 2, 2002 – June 30, 2002**

Note: All casual positions are limited to no more than 170 days in any fiscal year.

College and EOP&S Work Study students will be paid in accordance with the level of assignment at an hourly rate not to exceed currently listed hourly rate on the Casual and Student Employee Hourly Rate Schedule.

Accounting Aide I	6.25	6.75	
	6.75	<u>7.25</u>	Accounting Aide II
Admissions Aide I			6.75
Admissions Aide II		6.75	6.75
Assistantship–Baccalaureate	9.00		
Assistantship–Graduate	11.00		
Bookstore Aide I	6.25	6.75	
Bookstore Aide II	6.50	<u>7.00</u>	
Bookstore Aide III	6.75	<u>7.25</u>	
Bookstore Aide IV	7.25		
Computer Network Assistant I	7.50		
Computer Network Assistant II	8.50		
Computer Network Assistant III	9.50		
Computer Systems Support Assistant I	7.50		
Computer Systems Support Assistant II	8.50		
Computer Systems Support Assistant III		9.50	
Driver	6.25	6.75	
ITS General Assistant I		7.00	
ITS General Assistant II	8.00		
ITS General Assistant III		9.00	
*Internet Assistant I	7.50		
*Internet Assistant II	8.50		
*Internet Assistant III	9.50		
Intern–Chancellor’s Office		12.00	
Interpreter–Novice	13.75		
Interpreter I (for the deaf)	17.25		
Interpreter II (for the deaf)	19.25		
Interpreter III (for the deaf)	21.75		

Interpreter IV (for the deaf)	24.25		
Interpreter V (certified)	25.75		
Library/Media Aide I	6.25	<u>6.75</u>	
Library/Media Aide II	6.75	<u>7.25</u>	
Library/Media Aide III	7.50	<u>7.75</u>	
Library/Media Technical Aide	9.00		
Model I			12.00
Model II	14.00		
Office Aide I	6.25	6.75	
Office Aide II	6.75	<u>7.25</u>	
P4E Intern			8.00
*Peer Counselor I	6.25	6.75	
*Peer Counselor II	6.75	<u>7.25</u>	
Program Assistant I	7.50	<u>8.00</u>	
Program Assistant II	8.50	<u>9.00</u>	
Program Assistant II		9.50	10.00
Radiological Technical Supervisor			10.00
Reader	6.75		
Real Time Captionist–Trainee	12.75		
Real Time Captionist I	16.75		
Real Time Captionist II	19.75		
Real Time Captionist III	23.50		
Registration Cashier/Clerk I	8.00	<u>8.50</u>	Registration Cashier/C
Registration Cashier/Clerk III		10.00	
<u>10.50</u>			
Respiratory Clinical Supervisor	20.00		
*Student Help I	6.25	6.75	
*Student Help II	6.50	<u>7.00</u>	
*Student Representative-Board of Trustees	200.00	per month prorated by	
the number			
			of meetings attended
Teacher's Assistant I	6.25	6.75	
Teacher's Assistant II		6.75	7.00
Teacher's Assistant III	7.50		
Teacher's Assistant IV	11.50		
Tutor I	7.50		
Tutor II			8.50
Tutor III	9.50		
Tutor IV	11.50		
Tutor V	13.50		
Tutor VI	15.50		
Tutor VII	18.50		

Athletic Programs

Athletic Event Staff I	6.25	6.75
Athletic Event Staff-II	6.50	6.75
Camera Operator–Football	40.00	per game
Chain Crew–Football	6.25	6.75
Coaching Assistant	16.25	
Facility Attendant	7.00	
Scorer–Announcer	6.25	6.75
Scout–Football	40.00	per game + mileage
Stadium Announcer–Soccer	10.00	
Stadium Manager	10.00	
Stadium Time Scorer (Soccer)	8.00	
Statistician–Sports	6.50	6.75
Tennis Court Keeper	7.00	
Timer–Men's Basketball	10.00	
Timer–Other Sports	6.25	6.75

Recreation Programs

Athletic Aide	\$7.00	
Lifeguard	9.00	
Recreation Specialist	10.00	
*Student Official	6.25	6.75
Summer Camp Coach	12.00	
Summer Camp Director	25.00	

Center for the Arts

Assistant House Manager	\$8.50	
House Manager	12.50	
House Staff I	6.25	<u>7.00</u>
House Staff II	6.50	<u>7.25</u>
Stage Assistant I	6.25	6.75
Stage Assistant II	7.00	
Stage Assistant III	8.00	
Stage Assistant IV	9.00	
Ticket Clerk	9.25	

Communication Services

Advertising Manager–Student Newspaper account, \$50 12-page \$100 per edition or more weekly	15% commission on paid per week bonus for selling edition (\$1200 advertising), week bonus for 16-page (\$1600-up). Minimum requirement of ad sales \$800
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**Administration of Justice & Fire Science
and
Emergency Technology Programs**

Administration of Justice Trainer	\$27.50		
Emergency Technology Trainer	27.50		
EMT Clinical Supervisor I	11.00		
EMT Clinical Supervisor II	12.00		
Fire Science Technology Trainer	27.50		
Support:			
Assistant Firearms Rangemaster	12.00	<u>13.00</u>	
Community Services Officer I	9.00	<u>10.00</u>	
Community Services Officer II	10.00	11.00	
Parking Lot Attendant/Information	6.25	6.75	
Parking Lot Cashier	6.50	<u>7.00</u>	
Police Cadet I	7.00	<u>8.00</u>	
<i>Police Cadet II</i>		7.50	<u>8.50</u>
Police Cadet III	8.00	<u>9.00</u>	
Police Cadet IV	8.50	<u>9.50</u>	
Police Communications Operator I			
9.00	10.00		
Police Communications Operator II		10.00	11.00
LiveScan Technician I	9.00	9.50	
LiveScan Technician II (after 6 months)	10.00	<u>10.50</u>	
Police Reserve Officer I	9.00	<u>10.00</u>	
Police Reserve Officer II	11.00	<u>12.00</u>	
Police Reserve Officer III	13.00	<u>14.00</u>	
Special Event Police Officer	29.50	<u>35.00</u>	

Paraprofessional and Other Professional Services

Paraprofessional	to \$18.50
Laboratory Assistant	
Preparation Curriculum Developer	
Professional I	to 27.50
Research	
Testing Supervision	
Laboratory Assistance	
Administrative Support	
Professional II	to 37.00
Instructor (Community & Contract)	
Program Coordinator	
<i>Public Safety Trainer</i>	
Professional III	to 55.00
Payment at this rate requires specific	
written justification and approval of	
the appropriate Vice President prior	
to commitment	
Professional IV	over 55.00
Same as above	

Medical Professions

Psychological Assistant	18.00
Chiropractor	24.50
Clinical Psychologist	41.00
Physician	56.00

*Persons filling these positions **MUST** be students

Candidates for these positions must furnish valid license and certification of medical malpractice insurance for no less than \$1,000,000.00.

Approved by the Board of Trustees 6/28/82

Amended by the Board of Trustees 11/22/82, 6/27/83, 9/26/83, 9/24/84, 6/24/85, 9/2/86, 9/1/87, 6/27/88, 6/26/89, 9/5/89, 8/10/92, 6/14/93, 8/23/93, 7/11/94, 10/17/94, 12/12/94, 3/20/95, 7/15/96, 9/9/96, 2/18/97, 8/8/97, 10/20/97, 2/17/98, 7/1/99, 6/5/00, 12/18/00, **2/19/02**

Agenda for the El Camino Community College District Board of Trustees

**from
Administrative Services
Victor Hanson, Vice President**

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A. AB 2910 – Quarterly Fiscal Status Report.....	1
B. 2001-02 Telecommunication and Technology Infrastructure Program (TTIP) Expenditure Plan	2
C. Amendment to Conflict of Interest Code	2
D. Contracts Valued at \$50,000 or Higher.....	4
E. Bid Awards.....	5

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is requested that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2001.

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

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

The report for December 31, 2001, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2001-02
Quarter Ended (Q1) December 31, 2001**

<u>General Fund</u>	<u>2001-02 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,207,432	\$ 174,477	5.44%
State	54,348,069	27,568,468	50.72%
Local	33,979,778	18,611,483	54.77%
Interfund Transfers	<u>350,000</u>	<u>38,500</u>	0.11%
Total Income	\$ 91,885,279	\$ 46,392,928	50.49%
APPROPRIATIONS			
Academic Salaries	\$ 38,956,674	\$ 15,476,176	39.73%
Classified Salaries	23,939,925	10,712,246	44.75%
Staff Benefits	10,863,526	3,719,254	34.24%
Supplies/Books	2,797,830	1,145,206	40.93%
Other Operating Expenses	10,384,175	4,821,597	46.43%
Capital Outlay	3,667,869	626,996	17.09%
Other Outgo	<u>1,214,000</u>	<u>722,854</u>	59.54%
Total Appropriations	\$ 91,823,999	\$ 37,224,329	40.53%

B. 2001-02 TELECOMMUNICATION AND TECHNOLOGY INFRASTRUCTURE PROGRAM (TTIP) EXPENDITURE PLAN

It is recommended that the Board approve acceptance of the 2001-02 TTIP expenditure plan as follows:

4C Net Prior Funds Carryover	6,296
4C Net Data and Video	35,300
Library Automation	66,505
Technology Access through TCO	216,341
Technology Training for Faculty & Staff	134,301
Technology Training Prior Funds Carryover	8,805

C. AMENDMENT TO CONFLICT OF INTEREST CODE

Changes in position titles and responsibilities have necessitated an amendment to the District's Conflict of Interest Code, Exhibit "B" (Designated Positions and Disclosure Categories), which was last revised in 2000. It is recommended that the Board of Trustees approve the following proposed code amendment for submittal to the County Board of Supervisors.

EL CAMINO COMMUNITY COLLEGE DISTRICT
EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Trustees	1, 2, 3
Candidates to the Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Assistant Superintendent/Vice President	1, 2, 3
Dean of Community Advancement	1, 2, 3
Business Manager	1, 2, 3
Director of Accounting	1, 2, 3
Directors (except as otherwise specified)	4
Director of Human Resources	1, 2, 3
Assistant Directors (except as otherwise specified)	4
Assistant Director of Human Resources	1, 2, 3
Director of Purchasing and Business Services	2, 3
Dean (except Dean of Community Advancement)	4
Director of Facilities Planning and Services	6
Assistant Director of Facilities Planning and Services	6
Director of the Bookstore	7
Assistant Director of the Bookstore	7
Director of Information Systems	8

Assistant Director of Information Systems 8

Consultants 9

Rev. ~~7/91~~ ~~9/94~~ ~~8/98~~ ~~10/00~~ 2/02

D. CONTRACTS VALUED AT \$50,000 OR HIGHER

It is recommended that the Board of Trustees, in accordance with Board Policy 6530, approve the District entering into the following agreement with the following contractors and that the Vice President - Administrative Services or his designee be authorized to execute the necessary documents.

- 3. **California Manufacturing Technology Center (CMTC)** The CMTC will partner with the El Camino College Center for Applied Competitive Technologies (CACT) to coordinate/sponsor the Annual Aerospace Outlook Conference.

<u>Date</u>	<u>Amount</u>
7/1/01 - 12/31/01	Est. Exp. \$25,000
	Proj. Inc. \$25,000
	In-kind match
	\$25,000
	Total \$50,000
	12-50000-000000-TBD

- 2. **California Manufacturing Technology Center (CMTC)** The CMTC will provide the El Camino College Center for Applied Competitive Technologies (CACT) activities as set forth in the Contract and Memorandum of Understanding between the two and the CMTC to improve the ability of the two entities to meet their mission and better serve the small manufacturers in Los Angeles area.

<u>Date</u>	<u>Amount</u>
7/1/01 - 6/30/02	In-kind match
	\$357,750
	Acct TBD

- 3. **Hammel, Green & Abrahamson, Inc.** Replacement of the underground hot water heating mains from the Natural Science Building to the Humanities Building.

<u>Date</u>	<u>Amount</u>
1/1/02 - 12/31/04	Cost \$137,850

3-year project	
#1 Hot Water Piping Replacement	\$6,750
#2 Emergency Generator	\$18,600
#3 Construction Phasing	\$112,500
	41-55130-71000-9042
	41-55130-

71000-9504

4. **tBP/Architecture** Provide architectural and engineering services to develop a Facilities Master Plan that will identify effective solutions to meeting the existing and future facilities and equipment needs of El Camino College. Funding for this plan will be provided through a reallocation of project funding within the Capital Outlay Projects Fund.

<u>Date</u>	<u>Amount</u>
2/20/02 – 12/31/02	NTE: \$120,000
	41-55130-00-710000-9916

5. **Williams-Scotsman** Purchase of modular buildings for temporary classrooms and labs during the Science Complex Modeling project. It is recommended that the District purchase 40 single-unit modular buildings: Eight (8) 4-wide science labs and four (4) 2-wide classrooms, currently being leased on the Rio Hondo College campus. The authority for this purchase is made possible through a cooperative purchasing (piggybacking) provision of Columbine Elementary School District Resolution #000110 dated May 11, 2001. The District is exercising its option to participate in this cooperative bid for the following equipment.

<u>P.O.#</u>	<u>Vendor</u>	<u>Amount</u>
TBD	Williams-Scotsman Inc.	NTE \$800,000
		Fund 41- 55648-00-710000-9714

E. BID AWARDS

It is recommended that the following contractors be awarded the agreements for the furniture at the El Camino College/Inglewood Center. Manufacturers are Allsteel, Bretford Manufacturing, Hon Inc., and Intellaspace, - care of (c/o) American Office Interiors, the authorized participating GSA dealer. The authority for this purchase is made possible through the use of the General Services Administration (GSA) contracts specified below. The District is exercising its option to participate in this “cooperative purchasing” program through American

Office Interiors, which sells the manufacturer participants' products as part of its regular sales line.

<u>P.O. #</u>	<u>Vendor</u>	<u>Amount</u>
TBD	Allsteel [4] c/o American Office Interiors	\$20,656.00 includes tax and delivery
TBD	Intellaspac [4] c/o American Office Interiors	\$6,325.59 includes tax and delivery
TBD	Bretford Manufacturing [4] c/o American Office Interiors	\$7,732.32 includes tax and delivery
TBD	Hon Inc. [4] c/o American Office Interiors	\$4,595.37 includes tax and delivery
TBD	American Office Interiors [3]	Installation and Design Work \$16,605.00
		\$55,914.28

GSA Contracts:

Allsteel Inc.	GSA #GS-28F-0010J (seating, files, height adjustable tables, workstations)
Intellaspac	GSA #GS-28F-0003M (keyboards)
Bretford Manufacturing	GSA #GS-28F-8020H (work center)
Hon Inc.	GSA #GS-28F-8047H (desks, seating, tables)

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

Agenda for the El Camino Community College District Board of Trustees

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 1-37 and 1-12.

1. Retirement – Dr. Geoffrey Jones, to retire effective May 24, 2002, and that a plaque be prepared and presented to him in recognition of his service to the District since 1982.
2. Pre-retirement – Ms. Elizabeth Atherton, full-time instructor of Art, effective to work a reduced load of 80% for one year only, effective 2002-2003.
3. Pre-retirement – Mr. Allen Bollinger, full-time instructor of Mathematics, effective to work 0% in Fall 2002 and 100% in Spring 2003 through 2008.
4. Employment – Ms. Rosalva Deleon Amezcua, full-time/temporary EOP&S Counselor to replace Dawn Reid, Class III, Step 4, effective February 1 through June 30, 2002.
5. Employment – Mr. Robert James Henderson, full-time/temporary instructor of Fire and Emergency, effective January 12 through May 24, 2002 to be paid by the Torrance Fire Department.
6. Employment – Mr. Perry McDonnell, full-time/temporary instructor of Mathematics, Class III, Step 4, effective January 12 through May 24, 2002.
7. Employment – Mr. Eric Nelson, full-time/temporary instructor of Fire and Emergency Technology, effective August 18 through December 21, 2001, to be paid by the Los Angeles County Fire Department.
8. Employment – Mr. Michael Hopper, full-time/temporary Counselor, Class III, Step 4, effective January 2 through June 30, 2002.
9. Employment – Mr. John Means, full-time Dean of Community Advancement, Range 16, Step 1, effective April 1, 2002.
10. Change in Salary – Ms. Diana Crossman, full-time instructor of Fine Arts, Class III, Step 12 to Class IV, Step 14, effective March 2, 2002.
11. Change in Salary – Ms. Barbara Jaffe, full-time instructor of English, Class II, Step 12 to Class III, Step 12, effective March 2, 2002.

12. Amended Special Assignment – Mr. James Taylor, part-time instructor of Mathematics, to work as certificated tutor as part of the PFE grant, Maximizing Math Potential, amend Board item of January 17, 2002 to reflect increase in number of hours and pay, to be paid \$35.60 an hour, not to exceed \$9,500, effective January 12 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
13. Special Assignment – Mr. Perry McDonnell, full-time/temporary instructor of Mathematics, to work as certificated tutor as part of the PFE grant, Maximizing Math Potential, to be paid \$35.60 an hour, not to exceed \$2,800, effective January 29 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
14. Special Assignment – Dr. Geoffrey Jones, full-time instructor of Mathematics, to supervise one Independent Study student at 2 units, to be paid \$47.47 an hour, not to exceed \$474, effective August 20 through December 21, 2001, in accordance with the Agreement, Article X, Section 19(d&e).
15. Special Assignment – Dr. Bruce Fitzpatrick, Emeritus instructor of Natural Sciences to work as Mathematical Sciences Division Faculty Coordinator, reviewing student requests for prerequisites and repeat clearances and assist Dean as needed, to be paid \$35.60 an hour, not to exceed \$10,110 or 284 hours, effective January 1 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(l).
16. Special Assignment – The following instructors in Behavioral and Social Sciences to supervise Independent Study projects for spring 2002 semester, to be paid \$47.47 an hour, at the rate of five (5) hours for each student for each unit of independent study credit, in accordance with the Agreement, Article X, Section 19(d&e).

Elizabeth Shadish

Richard Chacon

Jennifer Montgomery

17. Special Assignment – Ms. Maria Teresa Martinez, part-time Nurse, to coordinate and plan the Ella Rose Madden 10th Annual Oncology Conference, to be paid \$47.47 an hour, not to exceed \$1,500, to be effective January 14 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(l).
18. Special Assignment – Ms. Marisa Chang, part-time Nurse, to coordinate nursing retention program, staff nursing skills lab teaching procedures and conduct workshops, to be paid \$35.60 an hour, not to exceed 23 hours a week, effective

January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).

19. Special Assignment – Ms Bonnie Kayser, part-time Nurse, to staff nursing skills lab as nursing education specialist to teach procedures/skills and conduct workshops, to be paid \$35.60 an hour, not to exceed 20 hours a week, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).
20. Special Assignment – Ms. Norene Gift, part-time Nurse, to staff nursing skills lab as nursing educational specialist to teach procedures/skills and conduct workshops, to be paid \$35.60 an hour, not to exceed 23 hours a week, effective January 12 through May 31, 2002, in accordance with the Agreement, Article X, Section 9(1).
21. Special Assignment – The following part-time instructors of Humanities to work in the Foreign Language Tutorial Lab, to be paid \$35.60 an hour, effective for the Spring 2002 semester, in accordance with the Agreement, Article X, Section 9(1).

Peggy-Angela Keith	10 hours
John Eric Paschek	10 hours

22. Special Assignment – The following part-time instructors of Fine Arts, to work in the specified computer labs, to be paid \$35.60 an hour, effective January 22 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).

<u>Name</u>	<u>Lab</u>	<u>Not to exceed</u>
Jonathon Grasse	Music	10 hours
Wayne Perkins	Music	4 hours
Deborah Patterson	Art	2 hours
Tomoyuki Isoyama	Art	2 hours
Mark Nelson	Art	3 hours
Jorge Sanchez	Art	5 hours

23. Special Assignment – Ms. Min Namgoong, part-time instructor of Mathematics to work as certificated tutor as part of the PFE grant, Maximizing Math Potential, to be paid \$35.60 an hour, not to exceed \$3,200, effective January 12 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).

24. Special Assignment – Mr. Craig Newman, part-time instructor of Fire & Emergency Technology to coordinate firefighter in-service training programs with local agencies and the Industrial Emergency Council (IEC), to be paid \$35.60 an hour, not to exceed \$10,000, effective December 22, 2001 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
25. Special Assignment – Ms. Beverly Carlson, part-time instructor of Fashion, to provide students with individualized instruction related to specific apparel or computer projects, to be paid \$35.60 an hour, not to exceed, \$1,170.96, effective January 12 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
26. Special Assignment – Mr. Tomoyuki Isoyama, part-time instructor of Art, to work as Internet Assistant Program Coordinator, to be paid \$35.60 an hour, not to exceed 8 hours a week, effective Spring semester, in accordance with the Agreement, Article X, Section 9(l).
27. Special Assignment – Mr. Noel Craven, part-time instructor of Business, to oversee the development and daily operation of Study Abroad Program, to be paid \$47.47 an hour, not to exceed 144 hours, effective January 16 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
28. Amend Special Assignment – Mr. Michael Miller, part-time instructor of Art, (1) Art Gallery student lab and installations, to be paid \$35.60 an hour for 12 hours a week for 18 weeks, effective January 14 through May 24, 2002; (2) Art lab, to be paid \$47.47 an hour for 4 hours a week for 18 weeks, effective January 14 (instead of January 7-11) through May 24, 2002; and (3) Art Gallery installations and curriculum preparation, to be paid \$35.60 an hour, not to exceed 24 hours a week from January 7-11 and May 24-31, 2002, in accordance with the Agreement, Article X, Section 9(l).
29. Special Assignment – The following part-time/temporary instructors of Applied Music, to be paid \$23.74 an hour, effective January 12 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).

<u>Name</u>	<u>Not to exceed</u>
Margot Martin	8 hours
Susan Helfter	12 hours
Jeanette Wrate	12 hours

30. Amend Stipend – Mr. Gregory Bergeron, part-time coaching stipend from \$196 to \$200/week.
31. Stipend Assignment – Mr. Scott Hanelt, Assistant Baseball Coach, to be paid \$10/week for 16 weeks, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 11(d).
32. Stipend Assignment – The following full-time instructors, to be paid \$1500.00 each as honorariums for Professional Development Center (PDC) Anchors, effective July 1, 2001 through June 20, 2002, in accordance with the Agreement, Article X, Section 14(a).

Bruce Peppard	David Pierce
Robert Pielke	Claudia Striepe
33. Stipend Assignment – Ms. Moon Ichinaga, full-time Librarian, to be paid \$750.00 as honorarium for Professional Development Center (PDC) Anchor, effective July 1, 2001 through June 20, 2002, in accordance with the Agreement, Article 10, Section 14(a).
34. Employment – Mr. Richard David Tiberio, part-time instructor of Fire and Emergency Technology, effective February 20 through May 24, 2002, to be paid by the Los Angeles County Fire Department.
35. Employment – The following part-time Librarians, to work on-call as hourly Librarians, not to exceed 23 hours per week, effective February 1, 2002.
Alice Cornelio
Jane Terry
36. Employment – Mr. Raymond Liles, substitute instructor of Mathematics, effective January 12 through May 24, 2002.
37. Employment – The following part-time/temporary employees for service on an as-needed basis for the 2002 Spring semester.

Behavioral & Social Sciences

Sonya Thompson

Fine Arts

Patrice Bulber
Judy Gottesman

Humanities

Xiaoming Hanelt

Industry & Technology
Dudley Gray

Classified Personnel

1. Retirement - Mr. David Williams, Groundskeeper/Gardener I, Range 22, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 15, 2002 and that a plaque be presented to him for services to the District since 1985.
2. Resignation – Ms. Mari Hadley, Financial Aid Supervisor, Range 27, Step C, Financial Aid/Student Services Division, Student and Community Advancement Area, effective February 8, 2002, plus accrued vacation.
3. Termination – Mr. Dennis Johnson, Electrician, Range 37, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 23, 2002, and that he be placed on the 39-month reemployment list.
4. Personal Leave of Absence 4.5% - Ms. Kathleen Collins, 83.33% Secretary, Range 25, Step E, Humanities Division, Academic Affairs Area, effective January 12 through May 24, 2002.
5. Personal Leave of Absence 10% - Ms. Wendy Kahan, 75% Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry and Technology Division, Academic Affairs Area, effective February 4 through April 26, 2002.
6. Personal Leave of Absence 20% - Ms. Wendy Kahan, 75% Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry and Technology Division, Academic Affairs Area, effective April 29 through June 14, 2002.
7. Change of Assignment - Ms. Antoinette Corso, 50% Senior Clerical Assistant, Range 24, Step E, from Counseling Services Division to Admissions and Records Division, Student and Community Advancement Area, effective February 20, 2002.
8. Work Out of Classification - Ms. Patricia Bonacic, Calworks Case Manager/Service Coordinator, Range 36, Step C, to Operations Officer, Range 39, Step C, Job Placement/Community Advancement Division, Student and Community Advancement Area, effective January 24 through February 28, 2002.

9. Employment - Ms. Linda Detwiler, User Support Technician, Range 37, Step A, Information Technology Services Division, Administrative Services Area, effective January 2, 2002.
10. Employment – Ms. Nellie Atuatasi, Administrative Assistant II, Range 32, Step A, Business Division, Academic Affairs, effective March 1, 2002.

Temporary Classified Personnel

11. Employment - Mr. Ruben Solis, Special Project Temporary Administrator, Community Technology Center, Student and Community Advancement Area, effective February 2 through September 30, 2002, to be paid \$181 a day, Range II of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$40,000.
12. The following short-term employees for service on an as-needed basis for the 2001-2002 fiscal year:

Pauletta Conway
Fredrick Dennis

Sheri Morrison
Roman Sandoval

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:

American Library Association Annual Conference, Atlanta, GA - John C. Fox. June 16-19, 2002. \$400.00 maximum.

5th Annual Commission On Athletics(COA) Convention, Peppermill Hotel, Reno, NV - Carolyn Biedler. Mar. 20-22, 2002. \$400.00 maximum.

Administrative Support Conference, Quality Maingate Hotel, Anaheim, CA – Lucy Nelson. Mar. 14, 2002. \$179.00 plus mileage.

CVC Online Student Support Services Conference, Sacramento City College, Sacramento, CA - Joanie Shannon. Mar. 27-28, 2002. \$335.00

CACCRAO Regions 7 & 8 Annual Workshop, Burbank, CA. March 8, 2002 \$50.00 plus mileage for each participant named below:

Martha Angel	Joyce Fukuchi	Grace Mitchell
Mayda Angel-Reatiga	Marjorie Hall	Donna Pantaleo
Robert Carpenter	Cheryl Imatomi	Clarissa Ryder
Angelica Cholico	Adriana Lopez	David Snowden
Victoria de la Torre	Margaret Lund	Marie Tate
Ned Diamond	Rachelle Lunney	
Dorothy Fowler	Willie Ruth McGee	

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

<u>Name</u>	<u>Discipline</u>
Xiaoming Han	Chinese

D. AMENDED CONFIDENTIAL SALARY SCHEDULE

It is recommended that the Board of Trustees amend the Confidential Salary Schedule to reflect the removal of the Senior Clerical Assistant, Range 3 as shown on page 10.

E. APPROVE COMPENSATION IN LIEU OF DEPENDENT INSURANCE COVERAGE FOR SUPERVISORS AND CONFIDENTIAL EMPLOYEES

It is recommended that the Board approve Supervisors and Confidential employees who do not elect dependent insurance coverage to receive \$420 at the end of each full year of completed service, as do the Faculty, Administrators and Classified employees. Police Officers have negotiated this same option in lieu of dependent insurance coverage through a Memorandum of Understanding.

F. REVIEW BY BOARD OF TRUSTEES: EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO SALARY SETTLEMENT PUBLIC NOTIFICATION & DISCLOSURE OF COSTS

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO and any new agreement, before they are finally approved by the Board of Trustees. This is known as the “El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO Salary Settlement Notification Component of the Statewide Criteria and Standards”. This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attached follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the provisions in the Agreement between the District and the Federation.

The “El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO Salary Settlement Notification Component of the Statewide Criteria and Standards” include the following information:

1. A copy of the proposed Reopeners including part-time faculty salary agreements between the District and the Federation.
2. The summary of the costs of the salary agreements.

G. APPROVAL BY THE BOARD OF TRUSTEES: EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO CONTRACT RATIFICATION

Upon review of the “El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO Salary Settlement Notification Component of the Statewide Criteria and Standards” as previously submitted, it is recommended that the Board of Trustees

approve the Reopeners to the Agreement between the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO and the El Camino Community College District, and the amended Salary Agreements, effective August 18, 2001 – December 31, 2001 and January 1 through December 31, 2002, as shown in the attachment Appendix D-1.

H. El Camino College Federation of Teachers, Local 1388, AFT, AFL, AFL-CIO Salary Settlement Notification Component of the Statewide Criteria and Standards

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the Federation Agreement, and any new agreement, before they are finally approved by the Board of Trustees. This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District. It has been recommended by the State Superintendent of Public Instruction that the public disclosure include the following information

- I. Agreement
The specific Federation Reopener Agreements are attached in their entirety (Pages 11-32).
- II. Summary of Reopener Agreements (Major provisions that affect compensation).
- III. COMPENSATION: Parity determination between full-time and part-time faculty salaries are impacted by the State Funding.
August 18 through December 31, 2001 – The following percentages of the full-time rate are to be paid to the part-time faculty.

Lecture	(64%)
Lab	(68%)
Activity	(72%)
Non-Classroom	(75%)

January 1 through December 31, 2002 – The following percentages of the full-time rate are to be paid to the part-time faculty.

Lecture	(64%)
Lab	(68%)
Activity	(72%)
Non-Classroom	(75%)
- IV. BENEFITS for part-time faculty are not applicable.
- V. Extension of Agreement for one year from July 1, 2003 to June 30, 2004
Approval of successor Agreement for a term of three years from July 1, 2004 to

June 30, 2007.

Option for reopener during Fall 2005 to evaluate full-time and part-time faculty compensation formulas.

I. 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:

Becky Fish

Jesse Fish

Paula S. Fonseca-Bai

Victoria Hernandez

Susan Kim

Shomara Lopez

EL CAMINO COMMUNITY COLLEGE DISTRICT
 CONFIDENTIAL SALARY SCHEDULE
 Effective January 1, 2002
 Amended: February 19, 2002

RANGE	TITLE	Step A	Step B	Step C	Step D	Step E
4 (24)	Human Resources Technician I Human Resources Assistant	2728	2870	3014	3168	3334
5 (25)	Secretary	2801	2948	3092	3253	3424
6 (26)	Human Resources Technician II	2870	3014	3168	3334	3510
7 (27)	Administrative Assistant I	2948	3092	3253	3424	3589
8 (28)	Human Resources Technician III	3014	3168	3334	3510	3680
9 (29)	Employee Relations Specialist	3092	3253	3424	3589	3776
10 (31)	Administrative Assistant II	3253	3424	3589	3776	3979
11 (33)	No Current Position	3424	3589	3776	3979	4183
12 (35)	Assistant to Vice President	3589	3776	3979	4183	4399
13 (44)	Assistant to Superintendent	4514	4757	5004	5266	5547

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

Board Approved: January 22, 2002
 Board Amended: February 19, 2002

ADDENDUM TO COMPRESSED CALENDAR MOU
ARTICLE IX

WINTER AND SUMMER SESSION ASSIGNMENTS

Section 1. Procedure

~~(a) — Each academic year prior to the beginning of the spring semester the Deans of the instructional divisions will prepare and submit to the Faculty Members in their respective departments within the division a tentative list of classes to be taught during the following summer session.~~

~~(b) — Faculty Members who desire to teach during the summer session will submit their requests for summer session teaching assignments in writing within ten (10) working days after the issuance of the tentative class list to the Deans of their divisions. The Deans of the instructional divisions will review these requests and will within ten (10) working days make tentative summer session assignments to Faculty Members in their divisions based on the priority position of Faculty Members in accordance with Section 2 of this Article.~~

Each academic year, during the first week of schedule development for the winter session or summer session, the Deans of the instructional divisions will provide Faculty members who desire to teach, a tentative schedule and the opportunity to submit their requests for winter or summer session teaching assignments. The Deans of the instructional divisions will review these requests and will make tentative winter or summer session assignments to Faculty members in their divisions based on the priority position of Faculty members in accordance with Section 2 of this Article.

Section 2. Priorities

(a) Faculty Members shall have a preference in priority order in choosing among *winter and* summer session classes which are to be offered (which they are qualified to teach) and among the times the classes are offered.

(b) Each Dean shall determine, among those Faculty Members by department in the division who request a teaching assignment during the *winter or* summer session, those who are qualified by virtue of prior experience and training for such assignments. For ITV courses, preference will be given in priority order to Faculty Members who have taught ITV courses. For purposes of this Article, a Faculty Member will be considered a member of that department in which the Faculty Member teaches the majority of his/her teaching load, including overload, during the then-current academic year. No Faculty Member will earn priority in more than one (1) department; however, priority in one department does not preclude a teaching assignment in another department. For purposes of this Article, a list of departments will be developed and maintained by each division council.

~~(c) — A list of Faculty Members by department in the order of their current year summer session priorities will be prepared and distributed to all the members of the division by each Dean within twenty (20) working days after the beginning of the fall semester. — Any problems respecting the equitable application of departmental designations for summer session priorities will be resolved by the concerned Dean and the President of the Federation, or designee, prior to December 1 of each year. — The decision of the Dean and the Federation President, or designee, is final and binding and is not subject to the grievance procedure.~~

(c) (1) **WINTER SESSION:** *A list of Faculty Members by department in the order of their current year winter session priorities will be prepared and distributed to all the members of the division by each Dean within twenty (20) working days after the beginning of the spring semester.*

(2) **SUMMER SESSION:** *A list of Faculty Members by department in the order of their current year summer session priorities will be prepared and distributed to all the members of the division by each Dean within twenty (20) working days after the beginning of the fall semester.*

Any problems respecting the equitable application of departmental designation for winter or summer session priorities will be resolved by the concerned Dean and the President of the Federation, or designee, prior to June 1st for winter session and December 1st for summer session. The decision of the Dean and the Federation President, or designee, is final and binding and is not subject to the grievance procedure.

(d) Assignments to **winter or** summer session teaching will be made among those qualified according to the priorities designated in Section 4. If there are more qualified Faculty Members in any priority than there are positions available in that priority, the choice among the qualified Faculty Members in that priority will be based on the Faculty Member's length of service with the District. Where the length of service is equal, the selection will be determined by ~~to~~ **highest placement on the seniority list.**

(e) If there are more positions in a given division available than there are qualified Full-Time Faculty Members who desire to teach, and if currently employed Part-Time Faculty Members in that division are qualified for those positions, those Part-Time Faculty Members

who have been continuously employed for three (3) semesters or more shall have priority.

(f) The Dean may offer the assignment to any other qualified person if the position remains unfilled after the procedures of this Section have been complied with.

Section 3. Adjustments

(a) It is understood that the list of classes to be taught in the *winter or* summer session is a tentative list, that classes may be dropped or changed, and that changes in assignments must be made to accommodate those situations. It is also understood that most assignments will be full assignments as defined below in this section, but that some assignments will be partial either due to original planning or later adjustments. For the purposes of assignment distribution in the *winter or* summer session and establishing *winter or* summer session priority under Section 4 *or Section 5* of this Article, a full *teaching* assignment equivalency shall be ~~sixteen (16) hours~~ ***eighteen (18) hours per week***. A partial *teaching* assignment of ~~more than eight (8) hours (fifty percent (50%))~~ ***ten (10) or more hours per week for six or eight-week sessions*** shall count as a full assignment for the *winter or* summer it was incurred. ***A partial teaching assignment of twelve (12) or more hours per week for five or seven-week sessions shall count as a full assignment for the winter or summer it was incurred.*** ~~A partial teaching assignment of eight (8) hours (fifty percent (50%)) or less shall not be counted as a summer assignment,~~ ***A partial teaching assignment of less than ten (10) hours per week for six or eight-week sessions, or less than twelve (12) hours per week for five or seven-week sessions, shall not be counted as a winter or summer assignment*** except when such assignment combined with a partial assignment for a previous *winter or* summer within a three (3) year period exceeds ~~twelve (12) hours (seventy five percent (75%))~~ ***fourteen (14) or more hours per week***. In such a case, the combined partial assignments totaling more than ~~seventy five percent (75%)~~ ***fourteen (14) or more hours per week*** shall be counted as a

full *winter or* summer session teaching assignment for the most recent *winter or* summer in which the Faculty Member has taught.

(b) Each division, by majority vote of the Full-Time Faculty Members in the division, will establish the rules that division will apply in the event that a Full-Time Faculty Member's *winter or* summer session class is canceled. Such rules will determine if a Faculty Member with a higher priority position may displace another Faculty Member with a lower priority position and the procedures that are to be followed if displacement is to be permitted. Any such decision by a division may be changed by vote of the division's faculty. If displacement is permitted, Part-Time Faculty Members will be displaced prior to Full-Time Faculty Members.

Section 4. ~~Summer~~ *Winter* Session Priority Schedule

The following schedule is based on a consideration of ~~summers~~ *winters* eligible for assignment to ~~summer~~ *winter* session teaching and the number and sequence of ~~summers~~ *winters* taught (or otherwise employed by the District at a rate of compensation based on the regular salary schedule) during the past three ~~summers~~ *winters*. For Full-Time Faculty Members, eligibility for assignment to ~~summer~~ *winter* session teaching begins with the first ~~summer~~ *winter* following their initial services as contract Faculty Members. Leaves of absence shall have no effect on eligibility for ~~summer~~ *winter* session priority. All ~~summer~~ *winter* classes taught by a Faculty Member, regardless of the division in which such classes are offered, shall be counted in determining ~~summer~~ *winter* session priority.

<i>Number of</i>	<i>Total</i>	<i>Previous Winters Taught*</i>			<i>Current</i>
<i>Current Winters</i>	<i>Winters</i>				<i>Year</i>
<i>Eligible Priority</i>	<i>Taught</i>	Column 3	Column 2	Column 1	<i>Priority</i>
3	0	0	0	0	1
3	1	1	0	0	2
3	1	0	1	0	3
3	1	0	0	1	4
2	0		0	0	5
3	2	1	1	0	6
3	2	1	0	1	7
3	2	0	1	1	8
2	1		1	0	9
2	1		0	1	10
1	0			0	11
3	3	1	1	1	12
2	2		1	1	13
1	1			1	14
0					15

*Columns 1-3 reflect the teaching history of the immediate past three ~~summers~~ *winters*;
i.e.,
Column 1 refers to last ~~summer~~ *winter*, Column 2 to the ~~summer~~ *winter* before that, etc.

Section 5. Summer Session Priority Schedule

The following schedule is based on a consideration of summers eligible for assignment to summer session teaching and the number and sequence of summers taught (or otherwise employed by the District at a rate of compensation based on the regular salary schedule) during the past three summers. For Full-Time Faculty Members, eligibility for assignment to summer session teaching begins with the first summer following their initial services as contract Faculty Members. Leaves of absence shall have no effect on eligibility for summer session priority. All summer classes taught by a Faculty Member, regardless of the division in which such classes are offered, shall be counted in determining summer session priority.

<i>Number of Current Summers</i>	<i>Total Summers</i>	<i>Previous Summers Taught*</i>			<i>Current</i>
					<i>Year</i>
<i>Eligible Priority</i>	<i>Taught</i>	Column 3	Column 2	Column 1	<i>Priority</i>
		3	0	0	0
3	1	1	0	0	2
3	1	0	1	0	3
3	1	0	0	1	4
2	0		0	0	5
3	2	1	1	0	6
3	2	1	0	1	7
3	2	0	1	1	8
2	1		1	0	9
2	1		0	1	10
1	0			0	11
3	3	1	1	1	12
2	2		1	1	13
1	1			1	14
0					15

* Columns 1-3 reflect the teaching history of the immediate past three summers, i.e., Column 1 refers to last summer, Column 2 to the summer before that, etc.

(a) Faculty Members chosen for International Education *winter or* summer assignments cannot be displaced by other Faculty Members who have higher *winter or* summer priority.

(b) Any *winter or* summer class taught by a Faculty Member for International Education, regardless of the Division in which such a class is offered, shall be counted in determining *winter or* summer session priority.

Section 6 7. Librarians

Each year that the District has a *winter or* summer session that requires normal library services, at least three (3) Librarians will be assigned each scheduled day of the *winter or* summer for the *winter or* summer session period. Selection of the Librarians will be determined by the priority system of Sections 2 and 6 of this Article.

~~Section 8. Winter And Spring Break Teaching~~

*In the event the District determines to conduct any break or spring break session(s), the Dean of the affected division(s) will consult with the respective division council to work out an equitable system for making teaching assignments, subject to the approval of the District and the Federation.*⁵⁵

REOPENER
(Sections 1 through 8 not part of reopener negotiations)
ARTICLE X
COMPENSATION

Section 9. Part-Time Faculty Members

For purposes of defining parity between full-time and part-time faculty, “standard assignments” will be used. These standard assignments are not intended to alter full-time faculty obligations as defined in the remainder of the agreement.

(a)(1) The standard teaching assignment for full-time El Camino College classroom teaching faculty members is based on forty (40) hours per week with thirty (30) hours given to instruction load, preparation, and grading (75%), five (5) office hours (12.5%), and five (5) hours of other professional obligations (12.5%). Therefore, part-time faculty compensation parity will be 75% of the full-time faculty schedule (Appendix C-1) for instruction hours and 88.5% of full-time faculty salary schedule if office hours or equivalent obligations are included, excluding five (5) hours of other professional obligations. Should office space be unavailable other hours may be assigned upon mutual agreement between the part-time faculty member and Dean. Office hours or equivalent obligations will be assigned at the rate of one-half (1/2) hour for each ten percent (10%) of load.

(a)(2) The standard assignment for full-time non-classroom faculty members is based on forty (40) hours per week with twenty-eight (28) hours given to student contact, seven (7) hours of preparation, and five (5) hours of other professional obligations. Therefore, part-time non-classroom faculty compensation parity will be 88.5% of the full-time faculty salary schedule (Appendix C-1).

~~(a)~~ *(b) Effective January 1, 2001 August 18, 2001, the Part-time Lecture Stipend Per Semester Schedule will be adjusted to provide a six-step schedule with a Bachelors Column I and a Masters Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-time Faculty. Each of the six (6) steps shall be equivalent to ~~52%~~ 64% of a Full-time lecture load on Columns I and II,*

Steps 4 through 9 of the Full-time Academic Salary Schedule. The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001 who do not qualify for Column II—~~A copy of the new~~ (see Lecture Schedule in Appendix D-1).

~~(b)~~ (c) Effective ~~January 1, 2001~~ **August 18, 2001**, the Part-time ~~Laboratory/Activity~~ Stipend Per Semester Schedule will be adjusted to provide a six-step schedule with Bachelors Column I and a Masters Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-time Faculty. Each of the six (6) steps shall be equivalent to ~~64%~~ **68%** of a Full-time ~~lab~~ **laboratory** load on Columns I and II, Steps 4 through 9 of the Full-time Academic Salary Schedule. The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001, who do not qualify for Column II ~~A copy of the new Lab/Activity~~ (see **Lab** Schedule is provided in Appendix D-1).

(d) Effective August 18, 2001, a Part-time Activity Stipend Per Semester Schedule will provide a six-step schedule with a Bachelors Column I and a Masters Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-time Faculty. Each of the six (6) steps shall be equivalent to 72% of a Full-time activity load on Columns I and II, Steps 4 through 9 of the Full-time Academic Salary Schedule. The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001 who do not qualify for Column II (see Activity Schedule in Appendix D-1).

(e) Effective August 18, 2001, a Part-Time Non-Classroom Schedule will provide six-steps with a Bachelors Column I and a Masters Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-time Faculty. Each of the six (6) steps shall be equivalent to 75% of a Full-time non-classroom faculty load (based on twenty eight (28) contact hours per week) on Columns I and II, Steps 4 through 9 of the Full-time Academic Salary Schedule.

The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001 who do not qualify for Column II (see Non-Classroom Schedule in Appendix D-1).

~~(e)~~(f) After initial placement, Part-Time Faculty Members will be compensated on a semester basis according to the number of class hours assigned per semester and on cumulative semesters of instruction for the District at Step 1 for the first through completion of the second semester, at Step 2 for the third through completion of the fourth semester, at Step 3 for the fifth through completion of the sixth semester, at Step 4 for the seventh through completion of the eighth semester, at Step 5 for the ninth through completion of the tenth semester, and effective at Step 6 for the eleventh semester and thereafter. ***Step advancement for non-classroom faculty members will occur at the beginning of each fall semester upon verified completion of 120 hours.*** (Refer to Appendix D-1 Part-Time Stipend Schedule).

~~(d)~~(g) Effective Fall Semester 2001, initial placement on the Part-Time Stipend Schedules (Appendix D-1) will be determined by earned degrees and years of FTE (***Full Time Equivalent***) service with the District and other accredited colleges and universities ***provided that documentation to verify education and experience is submitted to Human Resources before the end of the semester for which they are initially hired. FTE service for non-classroom faculty will be granted for each 1050 hours of related experience.***

~~(e)~~ (h) Effective Fall Semester 2001, part-time faculty hired prior to the Fall Semester 2001, will be placed in the part-time step and column that is commensurate with earned degrees and years of full-time equivalent experience with the District and other accredited colleges and universities provided that documentation to verify such education and experience is ~~provided~~ ***submitted*** to the Office of Human Resources ~~by September 30, 2001~~ ***by the end of the semester for which they are initially hired.***

~~(f) (i) The semester stipend includes participation in professional activities such as departmental and division meetings, staff development programs, and the like. The District shall not require more than one hour of such activities for each two-hour weekly assignment, and shall not require more than four hours per semester.~~

~~(g) — Effective January 1, 2002, the District will adjust the part time Lecture Salary Schedule to provide 56% of a Full time lecture load on Columns I and II, Steps 4 through 9 of the Full time Academic Salary Schedule using the actual 2002 full-time Academic Salary Schedule as the base for the 56% calculation.~~

~~— Effective January 1, 2002, the District will adjust the Part time Lab/Activity Salary Schedule to provide 64% of a full time lab load on Columns I and II, Steps 4 through 9 of the Full time Academic Salary Schedule, using the actual 2002 Full-time Academic Salary Schedule as the base for the 64% calculation.~~

~~(h) — Effective January 1, 2003, the District will adjust the Part time Lecture Salary Schedule to provide 60% of a Full time lecture load on Columns I and II, Steps 4 through 9 of the 2003 Full time Academic Salary Schedule.~~

~~Effective January 1, 2003, the District will adjust the Part time Lab/Activity Salary Schedule to provide 64% of a Full time lab load on Columns I and II, Steps 4 through 9 of the 2003 Full time Academic Salary Schedule.~~

~~(i)(j) It is the expectation of the District and Federation that the State will provide increased funds for part time compensation in its 2001-02, 2002-03 and later budgets, which will permit the implementation of the enhanced part time salary schedules described in this Article X, Section 9(a)(5) and (6). However, in order to maintain financial stability in the event the expected funds do not materialize, the District and Federation agree that the District may, in its sole discretion, decline to implement the Part Time Lecture and Lab Salary Schedules described for 2002 (56%) and 2003 (60%). The District's exercise of its right to decline implementation of either or both of these enhanced Part time salary schedules will result in reopening Part time compensation for~~

~~2002 and/or 2003, with negotiations beginning in Fall 2001 and/or Fall 2002, after the adoption of the State budget for the fiscal year at issue. *The Chancellor's Office plans on the current appropriation of part-time equity funds to continue in future years by adding money to the base for the 2002-03 fiscal year. However, should this appropriation be reduced in whole or in part, the part-time faculty schedules will be reduced in proportion to the funding available as determined by the final budget adopted by the Board of Trustees at their September 2002 meeting. The District and the Federation will meet and confer to determine in what proportion the schedules should be reduced.*~~

(k) For each hour a Part-Time Faculty Member is absent without pay, the Stipend Per Semester in subsection (1) of this Section shall be reduced by one-eighteenth (1/18th).

~~(l)~~ (l) A Part-Time Faculty Member will be compensated at the hourly rate set forth in Section 7(a) of this Article for each hour assigned as a substitute Instructor. If the period of substitute instruction is to be more than nine (9) consecutive weeks during the semester, refer to Article VI, Classification of Faculty Member, Section 1, paragraph (a).

~~(m)~~ (m) A Part-Time Faculty Member on special assignment will be compensated at no less than one-half (1/2) of the hourly rate set forth in Section 7(c) of this Article.

~~(n)~~ (n) ~~Part Time Faculty Members employed as Counselors, Librarians, Registered Nurses, Nurse Practitioners, Physician Assistants and Clinical Psychologists will be compensated at no less than seventy five percent (75%) of the hourly rate set forth in Section 7(c) of this Article. (Reference Appendix D-3)~~

(n) At least eight (8) weeks before the beginning of a semester, each Part-Time Faculty Member who has been employed as a Part-Time Faculty Member in the preceding semester shall receive written notification from the Vice President-Academic Affairs or designee of that Part-Time Faculty Member's tentative course assignment(s)

for the following semester. The Part-Time Faculty Member shall return a signed copy of such notice at least six (6) weeks before the beginning of the semester indicating acceptance or rejection of such tentative assignment(s). A Part-Time Faculty Member who will not be offered a teaching assignment for the next semester will be notified in writing at least four (4) weeks before the beginning of the semester that no assignment is anticipated. (Reference Appendix D-3.)

ARTICLE XXV

AGREEMENT CONDITIONS AND DURATION

Section 1. Sole Agreement

This Agreement when ratified and executed by each party hereto shall constitute the sole agreement between them. Any modification or amendment of this Agreement must be made by and between the parties hereto in writing and executed by each party hereto.

Section 2. District And Federation Obligations

Neither the District nor the Federation shall be bound by any requirement which is not expressly and explicitly stated in this Agreement. Neither the District nor the Federation is bound by any policies or past practices of the District or understandings with any employee organization or council, unless such policies or past practices or undertakings are specifically stated in this Agreement.

Section 3. Negotiating Obligation

This Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment. During the term of this Agreement, neither the District nor the Federation will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.

Section 4. Savings Clause

If any provision of this Agreement is or shall be at any time contrary to law, then such provision shall not be applicable, or performed, or enforced, except to the extent permitted by law. Any substitute action which is not authorized by law shall be subject to meeting and negotiating or consultation, as the case may be, with the Federation. In the event that any provision of this Agreement is, or shall be, at any time contrary to law, all other provisions of this Agreement shall continue in effect.

Section 5. Effective Date And Duration of the Agreement, and Reopener Provisions

This Agreement shall become effective July 1, 2000, unless otherwise specified, and shall be in effect through June 30, 2003 *with an extension of one year to June 30, 2004. Both the District and Federation have simultaneously approved a successor Agreement for a term of three years from July 1, 2004 to June 30, 2007*, with the proviso that should either party desire to amend this Agreement, it shall provide written notice and a proposal to the other party of said desire and the nature of the amendment sought during the month of February, ~~2003, or any subsequent year~~, and the other party, if it desires to amend this Agreement, shall provide written notice of a proposal to the first party during the month of March, ~~2003~~. Upon completion of the public notice requirement, the parties shall promptly, within ten (10) working days, commence the meeting and negotiating process in an effort to reach a successor agreement.

Notwithstanding the foregoing, this Agreement may be reopened as set forth in Section 6, below. In order to exercise its rights to reopen the Agreement as set forth, the party intending to reopen must notify the other of its intent within a reasonable time period following the event(s) described. Upon completion of the public notice requirement, the parties shall promptly, within ten (10) working days, commence the meeting and negotiating process in an effort to reach agreement on the reopened items.

Notwithstanding the foregoing, this Agreement may be reopened as set forth in Section 6, below. In order to exercise its rights to reopen the Agreement as set forth, the party intending to reopen must notify the other of its intent within a reasonable time period following the event(s) described. Upon completion of the public notice requirement, the parties shall promptly, within ten (10) working days, commence the meeting and negotiating process in an effort to reach agreement on the reopened items.

Section 6. Limited Reopener Negotiations and Consultation During the Term of Agreement

(a) In the event the State changes the law regarding part-time working conditions during the term of the Agreement, the parties will reopen the Agreement for the sole purpose of conforming the Agreement to State law.

(b) In the event the State provides additional funding for part-time salary or benefits ~~in excess of what the District requires to fund the 56% and/or 60% Part-time Lecture and/or Lab/Activity Schedules (taking into account the 15% of "Growth" as described in Article X(2)(4) above)~~ either the District or the Federation may request to reopen negotiations so long as the new State funds are earmarked for Part-Time compensation and do not require matching funds from the District. These re-openers will be used to address any Part-Time compensation item(s) for which such funds are provided, including additional steps, columns and/or the percentage relationship between the Full-Time and Part-Time Faculty Schedules.

(c) The District will review the computation of the increased cost of medical benefits taken into account in the "Adjusted COLA" formula ~~in the 2002 and 2003 years~~ *during each year of the contract*, and, after consultation with Federation, will

adjust the succeeding year's Adjusted COLA formula calculation to take into account any variation between the estimated cost and the actual cost. *The District and the Federation have agreed to use a recalculated Growth Formula that excludes off-campus based programs (i.e., Fire Fighter Training Program, Paramedic Program, High School Sports Program, Industrial Emergency Council) in salary computations for the period from July 1, 2003 through June 30, 2007. Through June 30, 2003 the District and the Federation will continue to use the growth formula as written in the existing Agreement.*

(d) The District and Federation may reopen negotiations and/or may engage in consultation during the term of this Agreement for limited purposes, upon mutual agreement.

(e) *Either the District or the Federation may reopen negotiations during Fall semester 2005, for the purpose of evaluating the full-time and part-time compensation formulas.*

REOPENER ISSUE

APPENDIX B

Teaching Load

I. General

The normal teaching load shall be fifteen (15) lecture hours or equivalent, twenty (20), *laboratory hours or equivalent*, ~~twenty-one (21)~~, or twenty-two (22) *laboratory activity* hours or equivalent, plus or minus one lecture hour or equivalent laboratory hours. A teaching load exceeding sixteen (16) lecture hours, or equivalent, shall be compensated at the overload hourly rate for load in excess of fifteen (15) lecture hours, or equivalent, or may be balanced without additional compensation within the following semester thereafter subject to approval of the District. A teaching assignment of less than fourteen (14) lecture hours, or equivalent, shall be balanced the following semester or as soon as possible thereafter subject to approval of the District, or may be equated by special assignment as provided in Part IV of this policy.

APPENDIX N

COMPUTATION OF “ADJUSTED COLA” AND COLA PLUS GROWTH FORMULA

<u>ADJUSTED COLA</u>	<u>COMPUTATION IN FALL 2001 FOR JAN 1, 2002</u>
1) <u>COLA:</u> Governor’s COLA (COLA in the adopted budget)	3.87%
2) <u>Increased Costs of Benefits:</u> Calculate costs of fringe benefit increases (medical, dental, vision and life) District-wide	\$583,378 <i>(11/16/01 report)</i>
3) <u>COLA Applied to Previous Year’s Costs:</u> Apply Governor’s COLA to total cost of benefits from previous year (3.87% x \$4,937,169)	\$191,068 <i>(11/16/01 report)</i>
4) Increase in District contribution to PT medical benefit fund	\$20,000 <i>(Article 17, Section 12 (d))</i>
5) District over estimate of 00/01 increased costs <i>(comparison of 9/22/00 and 7/11/01 reports; Article 25, Section 6(c))</i>	\$16,954
6) <u>Increased Cost Minus COLA, PT contribution and over estimate:</u> Subtract: Benefit increase paid for by COLA (#3 above) and other increases (#4 and #5) from benefit cost increases (#2 above) (583,378 – 191,068 + 20,000 – 16,954)	\$395,356 <i>(Article X, Section 2(a); Appendix N)</i>
7) <u>Percentage of Compensation:</u> Convert the portion of the benefit increase <u>not</u> covered by Governor’s COLA to a percentage of the District’s cost of 1% of the total of all ECC employees’ compensation, as published in final budget. (395,356/616,108)	0.642%
8) <u>Adjusted COLA:</u> Adjusted COLA = Governor’s COLA minus the fringe benefits increase not paid for by COLA. (3.87 - .642)	3.228%
9) ECC 2000/2001 growth	0.151% <i>(Article X, Section 2(a))</i>
10) Part time share of growth (15%)	0.023% <i>(Article X, Section 2(a(4)))</i>
11) <u>Adjusted COLA + Growth – PT share:</u>	

(3.228 + 0.151 – 0.023)

3.356%

APPENDIX N

ARTICLE XXV

**APPENDIX D-1
8/18/01 –12/31/01
PART-TIME FACULTY**

<u>LECTURE (64%)</u>					
GOAL: 88.5% with Office Hours required 75% before Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	913	968			
2	953	1007			
3	992	1047			
4	1032	1086			
5	1071	1126			
6	1111	1166			

<u>LABORATORY (68%)</u>					
GOAL: 88.5% with Office Hours required 75% before Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	728	771			
2	759	803			
3	791	834			
4	822	866			
5	854	897			
6	885	929			

<u>ACTIVITY (72%)</u>					
GOAL: 88.5% with Office Hours required 75% before Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	700	742			
2	731	773			
3	761	803			
4	791	833			
5	822	864			
6	852	894			

NON-CLASSROOM (75%)

GOAL: 88.5% with no additional Office Hours required
(actual MA/step 1 is 33.75)

STEP	BA	MA	MA+24	MA+48	PHD
1	31.85	34.44			
2	33.23	35.13			
3	34.61	36.51			
4	35.99	37.89			
5	37.37	39.27			
6	38.75	40.65			

APPENDIX D-1
1/1/02 –12/31/02
(includes 3.36% COLA adjustment for 2002)

PART-TIME FACULTY

<u>LECTURE (64%)</u>					
GOAL: 88.5% with Office Hours required 75% before Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	944	1000			
2	985	1041			
3	1026	1082			
4	1066	1123			
5	1107	1164			
6	1148	1205			

<u>LABORATORY (68%)</u>					
GOAL: 88.5% with Office Hours required 75% before Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	752	797			
2	785	830			
3	817	862			
4	850	895			
5	882	927			
6	915	960			

<u>ACTIVITY (72%)</u>					
GOAL: 88.5% with Office Hours required 75% before Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	724	767			
2	755	799			
3	787	830			
4	818	861			
5	849	893			
6	881	924			

<u>NON-CLASSROOM (75%)</u>					
GOAL: 88.5% with no additional Office Hours required					
STEP	BA	MA	MA+24	MA+48	PHD
1	32.92	34.88			
2	34.34	36.31			
3	35.77	37.74			

4	37.19	39.16			
5	38.62	40.59			
	40.05	42.02			

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. Conference Attendance.....Page 1

A. Conference Attendance

It is recommended that the Board approve the following conference attendance:

TechEd Long Beach-International Conference & Exposition

Mr. Glen Chapple – Long Beach, California, February 25-27, 2002, with transportation and necessary expenses of approximately \$350 paid.