

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

**Board of Trustees
El Camino Community College District**

**Agenda, Monday, March 15, 2004
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 17, 2004**
- III. Oath of Office: Trustee Beverly and Trustee Jackson**
- IV. Presentation – El Camino College Citizens' Bond Oversight Committee**
 - A. Public Comment
 - B. Acceptance of the El Camino College Citizens' Oversight Committee Annual Report
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-6
Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-8
Administrative Services
See Administrative Services Agenda, Pages 1-11
See Measure "E" Bond Fund Agenda, Pages 1-7
See Human Resources Agenda, Pages 1-6
Superintendent/President
See Superintendent/President Agenda Pages 1-3
- 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. Complaints or Charges Against Employees, Brown Act Section 54957
 - 1. Complaints or Charges Against Employees – 2 cases

- B. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers, Local 1388

- C. Anticipated Litigation, Brown Act Section 54946.9 – Significant Exposure to Litigation
 - 1. 1 case.

- D. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation - President

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

Page No.

- A. Instructional Field Trips – Spring 2004 1
- B. Proposed Curriculum Changes – Effective 2004-2005 Academic Year 1

A. INSTRUCTIONAL FIELD TRIPS – SPRING 2004

It is recommended that the Board approve the following instructional field trips for Spring 2004:

1. April 2-5, 2004 – Mr. Joseph Holliday – Geology 20 Class, estimated students 22, Death Valley National Park – depart 9:00 a.m. (4/2), return 4:00 p.m. (4/5) – Van transportation.
2. April 3, 2004 – Professor Jack Horn – Horticulture 44 Class, estimated students 20, Morongo Valley – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
3. May 1, 2004 – Professor Jack Horn – Horticulture 44 Class, estimated students 20, Rancho Santa Ana Botanical Gardens – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
4. May 6-9, 2004 – Professor Matthew Ebner – Geography 20 Class, estimated students 25, Big Sur, San Francisco, Point Reyes – depart 7:00 a.m. (5/6), return 7:00 p.m. (5/9) – Van transportation.
5. May 29, 2004 – Professor Jack Horn – Horticulture 44 Class, estimated students 20, Wrightwood Los Angeles National Forest – depart 9:00 a.m., return 4:00 p.m. – Van transportation.

B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2004-2005 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2004-2005 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

INACTIVATE COURSES

1. American Studies 4 – The City in American Culture
2. American Studies 4L – The City in American Culture: Lecture, Film and Events Laboratory

CHANGE IN MAJORS

1. American Studies
Current Status/Proposed Change

Four courses from the following: American Studies 1, 3, 4, 5, 7, English 40, 40A, 40B; History 6, three courses from: Anthropology 6, English 40A, 40B, 42 43, 44, History 1A, 1B, 8, 9, 16A, 16B, 17, 18A, 18B, 32, Music 13, Political Science 1, 5, Sociology 4
Total Units: 21

2. Childhood Education

Current Status/Proposed Change

A minimum of 15 units of Child Development must be completed at El Camino College.

Child Development 3, 4, 9, 12; choose two courses from the following: Child Development 16, 17, 18, 19; choose four three courses from: Child Development 4, 7, 8, 10, 15, 16, 17, 18, 19, 20, 29, 30, 31, 32, 33, 45, 46, Nutrition and Foods 15

Total Units: 26-27

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment. This requirement may be met by successfully completing Child Development 11.

CHANGE IN CERTIFICATE OF COMPETENCE

1. Childhood Education – School Age Child Care Option

Current Status/Proposed Change

A Certificate of Competence will be granted upon completion of the following courses with a minimum grade average of B. A minimum of 15 units, including Child Development 20, Child Development 45 or 46, and one course from Child Development 16, 17, 18, or 19 must be completed at El Camino College.

Child Development 3, 4, 9, 10, 12, 15, 20, 45, 46; choose two one courses from the following: Child Development 16, 17, 18, 19; choose one course from: English 27, Geology 6, Mathematics 110, 111, Music 7

Total Units: 30

CHANGE IN CERTIFICATE OF COMPLETION

1. Childhood Education – School-Age Child Care Option

Current Status/Proposed Change

A Certificate of Completion will be granted to the student who completes the required courses listed in the Certificate of Competence with a minimum grade average of C. A minimum of 15 units, including Child Development 20, Child Development 45 or 46, and one course from Child Development 16, 17, 18, or 19 must be completed at El Camino College.

Child Development 3, 4, 9, 10, 12, 15, 20, 45, 46; choose two one courses from the following: Child Development 16, 17, 18, 19; choose one course from: English 27, Geology 6, Mathematics 110, 111, Music 7

Total Units: 30

BUSINESS DIVISION

NEW COURSES

1. Business 31 – International Marketing

Units: 3 Lecture: 3 hours Faculty Load: 20.000%

Recommended Preparation: Business 18 with a minimum grade of C or concurrent enrollment or equivalent experience

Credit, degree applicable

In this course, the student will gain an understanding of the nature and extent of international marketing, as well as the challenges of marketing internationally and how marketers approach and manage these challenges. Topics include the economic, political, environmental, and cultural factors that affect international marketing as well as the tools and resources available to assess these factors. Selection of viable markets, options available to marketers to develop a global and international strategy, and individual marketing strategies for specific countries will also be discussed.

2. Business 32 – Fundamentals of Exporting

Units: 3 Lecture: 3 hours Faculty Load: 20.000%

Recommended Preparation: Business 18 with a minimum grade of C or concurrent enrollment or equivalent experience

Credit, degree applicable

In this course, the student will gain an understanding of the role of exporting in a global economy and the key steps involved in the export process. Topics will include evaluation of a company's export readiness and potential, market research, identification of the best export markets, development of export market plans, and market entry strategies. Promotion of overseas sales, finding buyers and distributors, responding to inquiries, calculation of export prices, issuance of pro forma invoices, preparation of goods for shipment, preparation of the necessary export documentation, insurance, financing, and delivery of goods will also be covered.

3. Business 49abcd – Voice Recognition for Computer Input

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

Recommended Preparation: eligibility for English A and English 2R

Credit, degree applicable

Students use voice-recognition software to input information into the computer by voice. The course focuses on learning dictation commands and techniques for continuous voice dictation, formatting and editing documents, and all menu and keyboard manipulations.

INDUSTRY AND TECHNOLOGY DIVISION

NEW COURSES

1. Administration of Justice 222 – Perishable Skills Training – LEDS/Skid Car

March 15, 2004

Academic Affairs Page 3

Units: .5 Lecture: 9 hours Faculty Load: 3.333% (one week course)

Enrollment Limitation: Possession of a P.O.S.T. Certificate

Credit, not degree applicable

This course provides peace officers instruction in perishable skills, which have been identified by the Commission of Peace Officer Standards and Training (P.O.S.T.) as driving and emergency vehicle operation. Student proficiency will be evaluated on Law Enforcement Driving Simulators (LEDS) and a Skid Car platform.

Note: This course is repeatable.

2. Administration of Justice 224 – Perishable Skills Training – FOS/Defensive Tactics

Units: .5 Lecture: 9 hours Faculty Load: 3.333% (one week course)

Enrollment Limitation: Possession of a P.O.S.T. Certificate

Credit, not degree applicable

This course provides peace officers instruction in perishable skills, which have been identified by the Commission of Peace Officer Standards and Training (P.O.S.T.) as force options and defensive tactics. Student proficiency will be evaluated based on P.O.S.T. standards of performance and on Force Options Simulators (FOS).

Note: This course is repeatable.

3. Machine Tool Technology 47abcd – NIMS Level I Credential Preparation

Units: .5 – 2 Lab: 1.5 – 6 hours per week to be arranged Faculty Load: 7.500-30.000%

Prerequisite: Machine Tool Technology 13A with a minimum grade of C

Credit, not degree applicable

In this course students develop their machining skills in preparation for the seven categories of NIMS (National Institute for Metalworking Skills) Level I credential examinations. Skill development activities will focus on safe machining practices, blueprint reading, machine tool calculations, workpiece inspection, set up, and operation of conventional machine tools.

4. Machine Tool Technology 48abcd – NIMS Level II Credential Preparation

Units: .5 – 2 Lab: 1.5 – 6 hours per week to be arranged Faculty Load: 7.500-30.000%

Prerequisite: Machine Tool Technology 13A with a minimum grade of C

Credit, not degree applicable

In this course students develop their machining skills in preparation for the six categories of NIMS (National Institute for Metalworking Skills) Level II credential examinations. Skill development activities will focus on safe machining practices, blueprint reading, machine tool calculations, workpiece inspection, set up, and operation of conventional and CNC (Computer Numerically Controlled) machine tools.

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

Current Status/Proposed Change

1. Architecture 104 – History of Western Architecture

The general purpose of In this course is students are introduced to examine the constructive impulses architecture of both ancient distant and recent cultures. Buildings from antiquity to the present day will be studied, analyzed, and interpreted in terms of their religious, social, and political context. Particular emphasis will be placed on the process and sources of design and the purposes and types of buildings, and the source and meaning of beauty.

CHANGE IN MAJOR

Current Status/Proposed Change

1. Construction Technology

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

Construction Technology Option:

Complete the following: Construction Technology 100, 110, 7abcd 107abcd* (*one semester); a minimum of 24 units from the following: Architecture 180, Construction Technology 105, 121, 122, 131, 132, 141, 142, 150, 160, 172, 180

Total Units: 34

Recommended Electives: Architecture 150A, Business 17, Computer Information Systems 13, Construction Technology 95abcd, Technical Mathematics 1

Cabinet and Fine Woodworking Option:

Complete the following: Construction Technology 7abcd 107abcd*, 108abcd*, 109abcd* (*four semesters); one course from the following: Architecture 150A, Business 17, Computer Aided Design/Drafting 5, Computer Information Systems 13, Construction Technology 95abcd (2-4 units), 100, 110, Machine Tool Technology 13A, Technical Mathematics 1

Total Units 24-26

CHANGE IN CERTIFICATE OF COMPETENCE

Current Status/Proposed Change

1. Construction Technology

A Certificate of Competence will be granted upon completion of the required courses in one of the following options, Construction Technology or Cabinet and Fine Woodworking, with a grade average of B or better. Students completing the Construction Technology option also must complete the General Requirements with a grade average of C. At least 50% of the courses for the Certificate of Competence must be completed at El Camino College.

Construction Technology Option:

Complete the following: Construction Technology 100, 110, 7abcd 107abcd* (*one semester); a minimum of 24 units from the following: Architecture 180, Construction Technology 105, 121, 122, 131, 132, 141, 142, 150, 160, 172, 180, 95abcd (2-4 units)

General Requirements: English A or qualifying score for English 1A on English Placement Test, Technical Mathematics 1

Total Units: 37-40

Cabinet and Fine Woodworking Option:

Complete the following: Construction Technology 7abcd 107abcd*, 108abcd*, 109abcd* (*four semesters); ~~complete~~ one course from the following: Architecture 150A, Business 17, Computer Aided Design/Drafting 5, Computer Information Systems 13, Construction Technology 95abcd (2-4 units), 100, 110, Machine Tool Technology 13A, Technical Mathematics 1

Total Units 24-26

CHANGE IN CERTIFICATE OF COMPLETION

Current Status/Proposed Change

1. Construction Technology

A Certificate of Completion will be granted upon completion of the required courses in one of the following options, Construction Technology or Cabinet and Fine Woodworking, with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Construction Technology Option:

Complete the following: Construction Technology 100, 110, 7abcd 107abcd* (*one semester); a minimum of 24 units from the following: Architecture 180, Construction Technology 105, 121, 122, 131, 132, 141, 142, 150, 160, 172, 180, 95abcd (maximum of 2-4 units)

Total Units: 34

Cabinet and Fine Woodworking Option:

Complete the following: Construction Technology 7abcd 107abcd *, 108abcd*, 109abcd* (*four semesters); ~~complete~~ one course from the following: Architecture 150A, Business 17, Computer Aided Design/Drafting 5, Computer Information Systems 13, Construction Technology 95abcd (2-4 units), 100, 110, Machine Tool Technology 13A, ~~Supervision 52A~~, Technical Mathematics 1

Total Units 24-26

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

1. Construction Technology 108abcd – Advanced Cabinet Making Laboratory

Current Status/Proposed Change

Prerequisite: two semesters of Construction Technology 7abcd 107abcd with a minimum grade of C or equivalent

2. Construction Technology 109abcd – Application and Installation of Euro Style Hardware

Current Status/Proposed Change

Prerequisite: one semester of Construction Technology 7abcd 107abcd with a minimum grade of C or equivalent

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

	<u>Page No.</u>
A. Field Trips.....	1-2
B. College Tour.....	2
C. Student Conferences.....	2
D. Student Concert Tour.....	2-3
E. Forensics Tournaments for Spring 2004.....	3
F. International Travels.....	3
G. Grant – Acceptance.....	4
H. Board Policy 5015 – Residence Determination – Second Reading and Adoption.....	4, 5
I. Temporary Casuals Employment.....	4, 6-8

A. FIELD TRIPS

It is recommended that the Board approve the following student field trips for the El Camino College Language Academy (ECLA), Career Center, Puente and Project Success. The purposes of the trips are to provide cultural enrichment, career orientation/exploration and university experience for students of El Camino College. Additional supervisory staff that maybe needed: Sara Vasquez, Lori Mukogawa, Ken Key, Ken Gaines, Elaine Moore, Stephanie Rodriguez, Bill Cooper, Terry Spearman, Lisa Raufman, Victoria Martinez, Carole Bush, Griselda Castro, Lori Losorelli, and Cheryl Beverly.

March 16, 2004 – E. Elaine Moore - Paramount Pictures Studios, Hollywood, California. Estimated students 30. Depart 3:30pm; return 8:00pm. Transportation by bus.

March 19, 2004 – Van Nguyen – Gardena Fire Station, Gardena, California. Estimated students 14. Depart 9:00am; return 1:00pm. Transportation by van.

March 20, 2004 – Stephanie Rodriguez and Barbara Jaffe – Museum of Tolerance, Los Angeles, California. Estimated students 40. Depart 7:00am; return 2:00pm. Transportation by Bus.

April 1, 2004 – Sue Oda-Omori – Mount St. Mary’s College, Los Angeles, California. Estimated students 14. Depart 8:00am; return 5:00pm. Transportation by van

April 2, 2004 – Sue Oda-Omori – California State University at Northridge, Northridge, California. Estimated students 14. Depart 8:00am; return 5:00pm. Transportation by van.

April 9, 2004 – Sue Oda-Omori – University of Southern California, Los Angeles, California. Estimated students 40. Depart 8:00am; return 5:00pm. Transportation by bus.

April 30, 2004 – Sue Oda-Omori – University of California at Los Angeles, Los Angeles, California. Estimated students 40. Depart 8:00am; return 5:00pm. Transportation by Bus.

April 30, 2004 – Van Nguyen – Songwriters Guild of America, Hollywood, California. Estimated students 14. Depart 9:00am; return 1:30pm. Transportation by van.

May 6, 2004 – Van Nguyen – Inglewood Superior Court, Inglewood, California. Estimated students 14. Depart 9:00am; return 1:00pm. Transportation by van.

May 7, 2004 – Sue Oda-Omori – California State University at Los Angeles, Los Angeles, California. Estimated students 40. Depart 8:00am; return 5:00pm. Transportation by bus.

B. COLLEGE TOUR

It is recommended that the Board approve attendance of Michael Pye and Ranada Smith, El Camino College students, to participate in the Black College Educational Student Tour, June 20-27, 2004, to Clark-Atlanta, Morris Brown, Moorehouse, Spellman, Tuskegee, Florida A&M, Southern University at Baton Rouge, Xavier, and Dillard Universities. No expense to the District. Expenses for the tour will be paid by a scholarship awarded from Project Success to the students and personal funds.

C. STUDENT CONFERENCES

It is recommended that the Board ratify/approve the following student conferences:

1. Student Senate for the California Community Colleges and the California Student Association of Community Colleges – Presidential Summit, February 20-22, 2004, San Jose City College, San Jose, California. Expenses in the amount of \$512.93 were paid from the Associated Students Government Representation Fees account:

Cameron Samimi and Celina Luna

2. Journalism Association of Community Colleges Conference, April 1-4, 2004, Wilshire Grand Hotel, Los Angeles, California. Registration will include three resident fees of \$150 each and 22 students will be registered at the commuter fee of \$200 each.

Advisers: Jolene Combs, Lori Medigovich and Don Treat

Sarrah Harris, Marna Beilby, Danny Lightle, John Hill, Wendy Haffey, Noraly Hernandez, Ologa Thompson, Juliana Kung, Anna Mavromatis, Evan Ortega, Fumie Iida, Stella Sutphin, Eva Allen, Jocelyn Saddi, Kara Oguchi, Laura Villapando, John Sakata, Wendalyn, Lazarte, Ronda Ayers, Martha Ramirez, Ramiro Rodriguez, Tatiana Lavin, Mario Reyna, Ceylan Lopez, Haruko Kata

D. STUDENT CONCERT TOUR

It is recommended that the Board approve attendance of the following students to perform April 19-23, 2004, Royal Caribbean Cruise Lines Concert Tour. Expenses will be paid as follows: Fine Arts Division account - \$2,400, students will pay \$460 each and \$2000 will be paid from the Auxiliary Services account. Advisers: Dr. Joanna Nacheff, Director, Marcia Armstrong and Kenner Bailey:

Kellen Abreu, Jun Aglipay, Bonnie Berryhill, Jessica Bhardwaj, Felicia Bray, Joel Brown, Christine Burris, James Craig, Leslie Cruel, Clare Jacobs, Glenn Johnson, DeForest Kirkwood, Mark Lee, Susan Leilua, Jason Magana, Robert Murillo, Gerald Ong, Brenda Parra, Trameka Richardson, Abel Rios, Silverio Rojas, Rodney Rose, Crystal Sepulveda, Ashley Stanbury, Mayra Vazquez, Charles Welker, Kimberly Williams

E. FORENSICS TOURNAMENT FOR SPRING 2004

It is recommended that the Board approve the Forensics Tournament for Spring 2004 as shown below. Expenses to be paid from District and Auxiliary Services budgets.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost*</u>
Feb. 27-29	PSCFA Spring Champs	Pasadena	\$1,000
Mar 11-14	CCCFA State Championship	Concord, CA	\$4,500
Apr 2-5	AFA Individual Events Nationals	Long Beach	\$ 600
April 8-9	NPDA Nationals	Northridge	\$1,000
Apr 9-17	Phi Rho Pi Nationals	Woodland Hills	\$8,000

*Cost not to exceed

F. INTERNATIONAL TRAVELS

It is recommended that the Board approve the following international travels:

0. Bozena Morton, Director of Grants Development and Management to travel to Dnipropetrovsk National University (DNU) in Dnipropetrovsk, Ukraine, May 2-19, 2004. Ms. Morton will conduct final evaluation activities for the DNU-ECC partnership project. Travel and accommodation costs will be covered by the NIS Community College Partnership grant funded by the U.S. Department of State and are not to exceed \$4,500.
0. Leonid Rachman to participate in the American Educational Opportunities (AEO) Asia Tour, Fall 2004 for recruiting of international students, September 18 through October 3, 2004.. Tour locations: Southeast Asia, Hong Kong, Kuala Lumpur, Jakarta, Singapore, Penang and Bangkok. Expenses in the amount of \$13,500 to be paid from the International Students Conference account.
0. Leonid Rachman to participate in the Institute of International Education (IIE) College Fairs in Japan, Fall 2004 for recruiting of international students, October 22-29, 2004. Tour locations: Tokyo, Nagoya and Kobe, Japan. Expenses in the amount of \$6,900 to be paid from the International Students Conference account.

G. GRANT - ACCEPTANCE

It is recommended that the Board accept the following grant:

Chancellor's Office – Math, Engineering, Science Achievement (MESA). During the fiscal year 2003-2004 of this renewed grant, the MESA program will pursue the following objectives: 1) Increase by 10% the number of active MESA students; 2) Improve retention and success of MESA students; 3) Facilitate preparation for transfer to bachelors programs in science, engineering and mathematics of 25 MESA students; 4) Encourage at least 20 students to complete internship applications for Summer 2004; 5) Increase the leadership skills of MESA students.

Amount of Grant Funding from Granting Agency	\$ 81,500
Amount of College Match (In-kind)	<u>\$ 83,087</u>
Total Amount of Grant	\$164,587
Indirect Rate	\$3,134.60 (4%)
Performance Period:	July 1, 2003 through June 30, 2004

H. BOARD POLICY 5015 – RESIDENCE DETERMINATION – Second Reading and Adoption

It is recommended that the Board approve Board Policy 5015 – Residence Determination for Second Reading and Adoption as shown on page 5.

I. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 6-8.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester, or winter or summer session, for which the student applies to attend.

Residence classification shall be made for each student at the time application for admission is accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The residency of students 18 years of age or older is determined as described above. The residency of the student under age 18 is determined by the legal residence of the parents or legal guardian as defined by law unless the student is married or emancipated.

Undocumented persons who have met all the provisions of AB540 and all other relevant laws and regulations and the policies and procedures of El Camino College shall be admitted as though they were California residents for the purpose of paying fees. Undocumented persons meeting the qualifications of AB540 will receive no other financial benefits unless allowed by law.

The District shall require students to provide documentation to the District to establish their qualification under AB 540.

The Superintendent / President or designee shall establish procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Reference: Education Code Sections 68040, 76140

Title 5, section 54000, et seq.

El Camino College

Policy

Adopted:

1. Elizabeth Bakeimani—Livescan Technician II, \$10.50 per hour, 9:00 a.m. through 3:00 p.m., Wednesday and Friday, effective March 16 through June 30, 2004, Campus Police, doing Livescan fingerprinting operations. Funding source: Fund 12 – Parking Student Permits.
2. Elizabeth Bakeimani—Office Aide II, \$7.25 per hour, 8:00 a.m. through 12:30 p.m., Mondays, effective March 16 through June 30, 2004, Campus Police, to assist in Campus Police office operations. Funding source: Fund 12 – Parking Student Permits.
3. Elizabeth Bakeimani—Police Communications Operator I, \$10.00 per hour, on-call Monday through Friday, effective March 16 through June 30, 2004, Campus Police, performing sub-dispatching duties as needed. Funding source: Fund 12 – Parking Student Permits.
4. Janna Blackwell—Paraprofessional (Model), \$17.00 per hour, 9:00 a.m. to 9:00 p.m. (varies), Monday through Thursday, effective March 16 through June 30, 2004, Fine Arts, to work as a model for life drawing and painting classes. District funded.
5. Janelle Clarke—Program Assistant I, \$8.00 per hour, 7:30 a.m. to 4:00 p.m. (varies), Monday through Friday (varies), effective January 20, 2004 through June 30, 2004, Campus Bookstore, Administrative Services, cashiering and sales floor assistance. Funding source: Bookstore Funds.
6. Kirby Dominguez—Ticket Clerk, \$9.25 per hour, 6:00 a.m. through 12:00 a.m. (varies), Monday through Sunday (varies), effective March 16 through June 30, 2004, Center for The Arts, Fine Arts, to assist the Ticket Manager with processing ticket orders and providing customer service for each assigned event. Funding sources: District and Fund 12 –Artes de El Camino.
7. Marshall Vince Freeman—Library Media Aide II, \$7.25 per hour, 8:00 a.m. to 11:30 a.m., Monday through Friday, effective March 22 through June 30, 2004, Music Library, Learning Resources Unit. District funded.
8. Cescilia Goodwick—Paraprofessional, \$13.00 per hour, 8:00 a.m. through 5:00 p.m., Monday through Friday, effective March 16 through June 30, 2004, Small Business Development Center, Community Advancement, to enter client information into the statewide SBDC data collection system, generate reports as needed, cover the front desk, type, do word processing, answer phones, schedule appointments, answer questions, gather needed information for clients, and other duties as needed. Funding source: Fund 12 – SBDC/CITD Match Recovery.

9. Wanda Holt – Paraprofessional, ~~\$11.00~~ \$13.00 per hour, Monday through Thursday, 8:00am to 1:00pm., effective October 20, 2003 through June 30, 2004, EOP&S/CalWORKS, Counseling and Student Services, Student and Community Advancement Area, to provide office assistance, funded by CalWORKS funds. (Previously Board approved September 9, 2003)
10. Alex Iskandar—House Staff, \$7.00 per hour, 6:00 a.m. through 12:00 a.m. (varies), Monday through Sunday (varies), effective March 16 through June 30, 2004, Center for The Arts, Fine Arts, to assist the Ticket Manager with processing ticket orders and providing customer service for each assigned event. Funding sources: District and Fund 12 – Artes de El Camino.
11. Isabella Judd – Sign Language Interpreter II, \$19.25 per hour, 7:00am – 10:00pm (varies), Sunday through Saturday, effective March 1, 2004, Special Resource Center, Health Sciences & Athletics, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026. Funding sources: Fund 12 – DSPS and Special Resource Center.
12. Caroline R. King—Sign Language Interpreter I, \$17.25 per hour, 7:00 a.m. to 10:00 p.m. (varies), Sunday through Saturday (varies), effective February 23 through June 30, 2004, Special Resource Center, Health Sciences & Athletics, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026. Funding sources: Fund 12 – DSPS and Special Resource Center.
13. Pearl Lee—Teaching Assistant I, \$6.75 per hour, 12:00 p.m. through 4:00 p.m., Monday through Friday, effective February 17 through June 30, 2004, Child Development Center, to assist the CDC Teacher with planning, organizing, and managing the classroom. Funding source: Fund 33 – Child Development Center.
14. Paola Morales-- Interpreter III, \$21.75 per hour, 7:00 a.m. - 10:00 p.m. (varies), Sunday through Saturday (varies), effective March 20, 2004 through June 30, 2004, Special Resource Center, Health Sciences & Athletics, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026. Funding sources: District and Fund 12 – DSPS.
15. Diane Palmer—Program Assistant I, \$8.00 per hour, 7:00 a.m. to 5:00 p.m. (varies), Monday through Friday, effective March 16 through June 30, 2004, Community Advancement, to perform receptionist duties, assist staff with putting together needed materials, data input, sorting & filing of documents & records. District funded.

16. Siri Parrent—Sign Language Interpreter IV, \$24.55 per hour, 7:00 a.m. - 10:00 p.m. (varies), Sunday through Saturday (varies), effective March 20 through June 30, 2004, Special Resource Center, Health Sciences & Athletics, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026. Funding sources: District and Fund 12 – DSPS.
17. Lori Patton-- Interpreter II, \$19.75 per hour, 7:00 a.m. - 10:00 p.m. (varies), Sunday through Saturday (varies), effective March 20, 2004 through June 30, 2004, Special Resource Center, Health Sciences & Athletics, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026. Funding sources: District and Fund 12 – DSPS.
18. DeVon Scott—Sign Language Interpreter II, \$19.25 per hour, 7:00 a.m. to 10:00 p.m. (varies), Sunday through Saturday (varies), effective February 17 through June 30, 2004, Special Resource Center, Health Sciences & Athletics, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026. Funding sources: Fund 12 – DSPS and Special Resource Center.
19. LaTasha Short – Paraprofessional, \$14.00 per hour, Monday through Friday, work hours varies, effective October 21, 2003 through June 30, 2004, CalWORKS/EOP&S, Counseling and Student Services, to provide assistance to the CalWORKS/EOP&S Outreach and Recruitment Unit. Funding source: EOP&S funds. (Previously Board approved October 20, 2003).
20. Man Tung—Tutor, \$7.50 per hour, 1:00 p.m. through 3:00 p.m., Monday through Thursday, effective March 16 through June 30, 2004, Learning Resources Center, Learning Resources Unit, to provide tutoring services in the Learning Resources Center. District funded.
21. Eric Winstead—Office Aide II, \$7.25 per hour, 8:00 a.m. - 5:00 p.m., Monday through Saturday (varies), effective April 1, 2004 through June 30, 2004, Chemistry & Life Sciences, Natural Sciences, to assist technical staff with the move into the new remodeled Science Complex, including moving and storing supplies and equipment, labeling, general housekeeping and other related duties. District funded.

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

	<u>Page No.</u>
A. Contracts/Personal Service Agreements Valued at \$50,000 or Higher.....	1
B. Contract Amendments	2
C. Bid Award.....	2
D. Change Orders	2
E. Notice of Completion	4
F. New Board Policy – Second Read and Adoption.....	4
G. Purchase Orders	6

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

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

LPA Architects – Contractor will provide professional architectural and engineering services related to the design and construction support of the Humanities Complex Replacement project. The total potential value of the contract is \$1,570,163, or 6.8%, based upon a projected construction cost of \$17,062,000. Account: 42-55130-01-710000-0212

Sachidanand Sinha – Contractor will provide one-on-one counseling services to participants regarding loan and business plans, workshop presentations, and procurement for the SWLA-SBDC (Southwest Los Angeles Small Business Development Center). Dates of Service July 1, 2003 through June 30, 2004. Total Cost: \$66,000. Account number 12-55133-00-709900-6422. See Blanket Purchase Orders #67282 (\$30,000) and 67965 (\$36,000).

Toft Wolff Farrow, Inc. – Provide electrical, civil and structural engineering design services for phase one of four phases to replace the primary electrical service for the campus. Dates of Service: March 16, 2004 through June 30, 2007 (multi-year contract). Cost: NTE \$431,000, includes \$35,000 for reimbursable expenses. Account number 42-55130-01-710000-0524.

Vavrinek, Trine, Day & Co., LLP - Perform District's audit services in accordance with the terms and conditions of the audit proposal, for fiscal years indicated below:

<u>Fiscal Year</u>	<u>Audit Year</u>	<u>Cost</u>
2004-05	2003-04	\$42,100
2005-06	2004-05	\$43,500
2006-07	2005-06	\$44,850
2007-08	2006-07	\$45,900
2008-09	2007-08	<u>\$47,000</u>
	Total:	\$223,350

Other respondents: Brown Armstrong Accountancy Corp \$39,950
Vasquez & Company LLP \$49,500

Non-Responses:

Boceta, Macon & Workman; KPMG Peat Marwick; Quezada, Godsey & Company;
Vicenti, Lloyd & Stutzman (incumbent auditing firm declined to submit proposal)

B. CONTRACT AMENDMENTS

101 La Brea Plaza, LLC The District entered into an agreement with Inglewood Civic Plaza for the lease of office and classroom space at 101 North La Brea Avenue, Inglewood, for the period January 1, 2002 through December 31, 2004, with renewal options available. The name of the Landlord has been changed to **101 La Brea Plaza, LLC**. All other terms and conditions remain the same. It is recommended that the Board approve this action to allow outstanding and future lease payments be made to the new leasing entity.

Account number: 11-55710-006799-8102

C. BID 2003-22/PRINTING OF THE SEASON PERFORMING ARTS BROCHURES

It is recommended that the following bid be awarded to the vendor listed below for the printing of the 2004-05 Performing Arts Season Brochure, the Discovery Brochure and the Joy of Music Brochure for the Center for the Arts in accordance with the specifications, terms, and conditions of the above named project. The period of this service will be for one (1) year and may be extended four (4) additional one-year periods if mutually agreed upon by the vendor and the District.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Pacific Graphics [1]	\$11,970.00 (this amount includes printing of all three brochures)

Other Bidders: NPA, \$11,943.00* [3]; Avalon, \$11,994.00 [3]; Creel Printing, \$12,525.00 [4]; ProGraphics, \$12,883.00 [3]; Ace Commercial, \$13,118.00 [1]; Nation Printing, \$15,430.97 [3]; Graphic Vision, \$15,701.00 [4]; Pace & Navigator, \$16,782.00 [1]; Matson Printing, \$20,859.40 [1]

*NPA did not completely meet specifications.

“No Bid” Responses: None

Non-respondents: 4

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

D. PUBLIC WORKS PROJECT SCIENCE COMPLEX-CHANGE ORDERS

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

Contractor	Amount	
a) - Aluminax	\$8,262.00	
b) - Circulating Air	\$25,470.00	
c) - DK Mechanical (Credit)	(\$27,613.00)	
d) - Dynalectric	\$27,078.00	
e) - Felmar	\$7,955.00	
f) - John Jory	\$13,487.00	
g) - Qualco	\$27,142.00	
TOTAL	\$89,245.00	Description of

Change Orders:

1. Additional framing and support for roof drain overflows. Additional work was required by DSA field inspector after ceiling was removed and deficiency was exposed. \$14,078.00
2. Greenhouse additions not in specifications at time of bid. \$ 56,224.00
3. Replace deteriorated roof and ceiling in Life Science plant area with skylight and roof. The deterioration was an unknown condition discovered during construction. \$5,856.00
4. Relocate roof hatch, necessary for the access of personnel to move equipment in and out of the mezzanine. \$1,142.00
5. Fill in wall areas which previously had louvers. \$ 629.00
6. Upgrade plumbing flush valves to campus standard. \$4,023.00
7. Add wall support at soffit - a code requirement for fire rated walls. This was an unknown condition discovered during construction. \$1,973.00
8. Change point of connection for building fire suppression system, due to Fire Marshall's requirement of a new fire water main after bid plans were finalized. \$27,142.00
9. A Credit was issued for deletion of a sewer system for the greenhouse, an alternate design was used. **(\$27,613.00)**
10. Underground Hydronic (hot & cold water) piping relocation due to unforeseen conditions \$5,791.00

E. NOTICE OF JOB COMPLETION

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

<u>Project Name/Vendor</u>	<u>Cost</u>
<u>El Camino Water Main Replacement – Phase III</u>	\$300,000
Bid No. 9899-20/Miscellaneous Construction	BPO #67980

Payable to: **Malia Construction dba West Star Construction**
3911 East La Palma Avenue, Unit I
Anaheim, CA 92807

F. NEW BOARD POLICY – SECOND READ AND ADOPTION

It is recommended that the Board adopt the following new Board policy:

1 Political Activity

This policy is shown below.

Board Policy 2716

Political Activity

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or any candidate, including any candidate for election to the governing board.

Reference:

Education Code Sections 7054; 7056; Government Code 8314

El Camino College
Adopted:

March 15, 2004

Administrative Services Page 5

G. PURCHASE ORDERS

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

Run Date
2/27/2004

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 3-15-2004

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0061705	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$224.83
P0061706	Smart Computing Customer Renewals	Campus Police Depart	Publications/ Periodicals	\$29.00
P0061707	Mass Press	Physical Education	Instructional Supplies	\$33.56
P0061708	Paradise Awards	Physical Education	Instructional Supplies	\$348.51
P0061709	Hispanic Outlook in Higher Educat	Staff Diversity	Publications/ Periodicals	\$69.95
P0061710	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$419.00
P0061711	National Women's History Project	Faculty & Staff Dive	Non-Instructional Supplies	\$37.76
P0061712	California Department of Education	ATE-Articulation Par	Instructional Supplies	\$257.56
P0061713	Environmental Recovery Services	Hazmat	Waste Disposal	\$10,650.00
P0061714	Hth Worldwide Insurance Services	NIS Partnership Grant	Travel And Conference Exp	\$559.00
P0061715	One America	Faculty & Staff Dive	Non-Instructional Supplies	\$703.98
P0061716	Aureli Flags	Financial Aid	Non-Instructional Supplies	\$243.56
P0061717	Fancy Floors	Architect Fees & Eng	Architects And Engineers	\$472.18
P0061718	National Notary Association	Purchasing and Busin	Non-Instructional Supplies	\$342.18
P0061719	National Notary Association	Purchasing and Busin	Conferences Mgmt	\$600.00
P0061720	Mass Press	Rad Tech	Instructional Supplies	\$167.80
P0061721	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$368.80
P0061722	Dell Marketing L. P.	Univ- Silesia,Cieszy	New Computer Equipmnt-Ins	\$2,373.30
P0061723	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$281.45
P0061724	Western State Design Inc.	Physical Education	Laundry	\$134.50
P0061725	S & B Food Services Catering Serv	English	Instructional Supplies	\$67.23
P0061726	Delphin Computer Supply	VATEA Journalism	New Computer Equipmnt-Ins	\$2,594.75
P0061727	Apple Higher Education	VATEA Journalism	New Computer Equipmnt-Ins	\$11,892.35
P0061728	Apple Higher Education	VATEA Journalism	New Computer Equipmnt-Ins	\$9,411.25
P0061729	Apple Higher Education	VATEA Journalism	New Equipment - Instructi	\$1,293.59
P0061730	Lucinda Aborn	SRC High Tech Donati	Instructional Supplies	\$180.70
P0061731	Crucial Technology	VATEA Journalism	New Equipment - Instructi	\$1,134.37
P0061732	Dell Marketing L. P.	Contract Education	New Computer Equipment-No	\$1,358.49
P0061733	California Reinvestment	SBDC COCCC	Dues And Memberships	\$75.00
P0061734	Candice Cole Productions	EOPS CARE	Contract Services	\$400.00

March 15, 2004

Administrative Services Page 6

P0061735	Pc Mall Gov Inc.	VATEA Journalism	New Equipment - Instructi	\$5,677.86
P0061736	Hitt Marking Devices	Division Office BSSC	Non-Instructional Supplies	\$53.05
P0061737	Hitt Marking Devices	International Educat	Non-Instructional Supplies	\$21.65
P0061738	Scantron Corporation	Political Science	Instructional Supplies	\$92.33
P0061739	School Specialty Inc.	Economics	Instructional Supplies	\$54.26
P0061741	David B. Gibson	Anthropology	Instructional Supplies	\$361.95
P0061742	American Philosophical Association	Philosophy	Instructional Supplies	\$30.00
P0061743	Grainger Industrial and Equipment	Facilities/Planning	Non-Instructional Supplies	\$132.01
P0061744	Unisource	Operations	Non-Instructional Supplies	\$1,470.18
P0061745	Advanced Electronics	Facilities/Planning	New Equipment – Noninstruc.	\$14,997.48
P0061746	Ecolab Center	Physical Education	Laundry	\$115.00
P0061747	1099 Pro., Inc.	Purchasing and Busin	Non-Instructional Supplies	\$275.40
P0061748	California Presenters	Division Office Fine	Dues And Memberships	\$150.00
P0061750	Mass Press	Purchasing and Busin	Non-Instructional Supplies	\$67.12
P0061751	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$600.79
P0061752	Creation Engine	CA Virtual Comm Coll	Software	\$192.94
P0061753	Staples	Telecommunications	Non-Instructional Supplies	\$407.45
P0061755	Sargent-Welch Scientific	Chemistry	Instructional Supplies	\$75.20
P0061756	Sky and Telescope	Astronomy	Instructional Supplies	\$71.38
P0061758	Paper Direct, Inc.	Speciality Beverage	Non-Instructional Supplies	\$152.78
P0061759	Western State Design Inc.	V.P. Academic Affairs	Repairs - Instructional	\$1,336.41
P0061760	Three Star Promotions	Resp Therapy	Non-Instructional Supplies	\$1,475.54
P0061761	D & D Sporting Goods	Resp Therapy	Non-Instructional Supplies	\$1,856.49
P0061762	Cannon, USA, Inc Factory Service	Division Office Fine	Repairs Parts And Supplies	\$252.00
P0061763	Los Angeles County Sheriff's Dept	Parking-Student Perm	In-Service Training	\$29.00
P0061764	West Group	V.P. Academic Affairs	Publications Periodicals	\$208.00
P0061765	Broadcast Music, Inc.	Ctr for Arts Product	Other Services And Expense	\$3,501.55
P0061766	SESAC Inc.	Ctr for Arts Product	Other Services And Expense	\$798.86
P0061767	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$25.00
P0061768	Pacific Coachways	Staff Diversity	Transportation	\$1,876.00
P0061769	Wire One Technologies, Inc.	TTIP Library Automat	New Equipment – Instruc.	\$27,136.75
P0061770	Community College League of Calif	Public Information	Conferences Mgmt	\$105.00
P0061771	Redondo Beach Rotary Club	Public Information	Dues And Memberships	\$460.00
P0061772	Yellow Pages	Public Information	Multi Media Advertising	\$177.00
P0061773	Postmaster	Public Information	Postage	\$150.00
P0061774	Rp Group, the	VATEA Supplementary	Conferences Mgmt	\$500.00
P0061775	Roger's Systems Specialist	VATEA Business Educa	New Computer Equipment-No	\$1,096.03
P0061776	Tetyana Vvedenska	NIS Partnership Grant	Travel And Conference Exp	\$5,617.00
P0061777	Fairchild Publications Inc.	VATEA I&T	Instructional Supplies	\$84.00
P0061778	D & D Sporting Goods	Health Sciences and	Fundraising	\$2,301.78
P0061779	Modern Data Products	Physical Education	Instructional Supplies	\$276.04
P0061780	Sunset Floors Carpet One	Parking-Student Perm	Contract Services	\$2,722.00
P0061781	Unidos Por Colombia	Title V Activity II	Conferences Mgmt	\$65.00
P0061782	Timothy C. Reynolds, M.D., Inc.	Human Resources	Other Services And Expense	\$347.30

P0061783	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$259.60
P0061784	ACCCA	Staff Development	Conferences Mgmt	\$275.00
P0061785	Southern California Boiler	Facilities/Planning/	Repairs Noninstructional	\$6,780.00
P0061786	Kimmerle Brother	Plumbing Shop	Non-Instructional Supplies	\$142.55
P0061787	Industrial Wholesale Electric	Facilities/Planning/	Repairs Noninstructional	\$2,165.54
P0061788	Chronicle of Higher Education	Community Advancement	Publications/ Periodicals	\$82.50
P0061789	Westcoast Tires and Wheels	Automotive Shop	Non-Instructional Supplies	\$1,008.24
P0061790	Mitchell 1	Automotive Technology	Other Books	\$147.01
P0061791	Modern Data Products	Electronics	Instructional Supplies	\$679.82
P0061792	A-1 Office Plus	DSPS	Instructional Supplies	\$37.89
P0061793	Mass Press	Physical Education	Instructional Supplies	\$33.56
P0061794	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$1,381.85
P0061795	Inx International Ink Co.	Copy Center	Non-Instructional Supplies	\$145.06
P0061796	B.D. White Top Soil Co., Inc.	Horticulture	Instructional Supplies	\$181.86
P0061797	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$128.88
P0061798	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$626.96
P0061799	Leahy Music Inc.	Ctr for Arts Adm Pub	Other Rentals	\$100.00
P0061800	Monterey Graphics	Student Affairs	Non-Instructional Supplies	\$4,897.02
P0061801	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$1,737.41
P0061802	Chief, Cds Library of Congress	Instructional Service	Library Books	\$30.00
P0061803	Congressional Quarterly, Inc.	Instructional Service	Library Books	\$244.62
P0061804	NCHC Radford University	Honors Program	Dues And Memberships	\$375.00
P0061805	Westminster Press, Inc	SBDC CITD	Reproduction – Noninstruc.	\$1,126.11
P0061806	Pacific Coachways	Staff Diversity	Transportation	\$268.00
P0061808	S & B Food Services Catering Serv	CalWORKs	Non-Instructional Supplies	\$180.00
P0061810	Mcmaster Carr	VATEA Business Educa	New Computer Equipment-No	\$199.00
P0061811	Marshall Music	Music Library	Instructional Supplies	\$507.15
P0061812	Ami Publishing, Inc	Mini Grant #8/#9	Printing	\$3,561.00
P0061813	SPL Intergrated Solutions	Ctr for Arts Adm Pub	Non-Instructional Supplies	\$9,292.82
P0061814	Kwenu Brooks	RITC 10/1/03 - 9/30	Contract Services	\$150.00
P0061815	So. California Material Handling	Health, Safety	Conferences Mgmt	\$200.00
P0061816	So. California Material Handling	Health, Safety	Conferences Mgmt	\$700.00
P0061817	Mcmaster Carr	Physics	Instructional Supplies	\$44.11
P0061818	In Los Angeles	Ctr for Arts Promo	Non-Instructional Supplies	\$375.00
P0061819	Irish News	Ctr for Arts Promo	Non-Instructional Supplies	\$275.00
P0061820	Scantron Corporation	Information Technolo	Non-Instructional Supplies	\$2,835.50
P0061824	Western Council	Architect Fees & Eng	Conferences Mgmt	\$295.00
P0061825	American Direct Mail	Mini Grant #8/#9	Printing	\$1,110.00
P0061826	Enterprise Systems Consulting	Telecommunications	Maintenance Contracts	\$995.00
P0061827	Forensic Analytical Specialties	Health, Safety	Non-Instructional Supplies	\$16.00
P0061828	Scantron Corporation	Telecommunications	Maintenance Contracts	\$202.97
P0061829	Fullers Office Equipment	Health, Safety	Repairs Noninstructional	\$154.75
P0061830	Magna Publications, Inc.	V.P. Academic Affairs	Publications Periodicals	\$79.00
P0061831	American Express Travel	Student Affairs	ASB Exp.	\$173.85

P0061832	CASBO	Fiscal Services	Conferences Mgmt	\$15.00
P0061833	The Tape Company	Film Rental	Instructional Supplies	\$321.95
P0061834	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$15,600.99
P0061835	Archie Ivy, Inc.	Grounds	Repairs Noninstructional	\$7,323.00
P0061837	Milano Apartments	NIS Partnership Grant	Travel And Conference Exp	\$4,476.00
P0061838	Pacific Coast Office Products	Contract Education	New Equipment – Noninstruc.	\$307.04
P0061839	ECC BOOKSTORE	El Camino Language	Non-Instructional Supplies	\$75.00
P0061840	LRP Publications	Counseling Office	Dues And Memberships	\$220.00
P0061841	Square Deal Trophies & Awards	Counseling Office	Non-Instructional Supplies	\$48.28
P0061842	A. B. Dick Company	Copy Center	Non-Instructional Supplies	\$197.51
P0061843	Aldrich/Chemical Company	TECHNOLOGY & DIVERSI	Non-Instructional Supplies	\$1,436.32
P0061844	M & K Metal Co.	Fine Arts	Non-Instructional Supplies	\$135.26
P0061845	Major League Music	Student Affairs	Other Rentals	\$700.00
P0061846	West Coast Sound Service Inc.	Student Affairs	Other Rentals	\$2,000.00
P0061847	Harrah's Las Vegas Hotel	Business & Int'l Ed.	Conferences Mgmt	\$1,197.91
P0061848	Nasbite At Wright State University	Business & Int'l Ed.	Conferences Mgmt	\$1,125.00
P0061849	HP Express Services	SBDC CITD	Maintenance Contracts	\$859.00
P0061850	Jana Urbanova	Univ- Silesia,Ciesz	Travel And Conference Exp	\$4,080.00
P0061851	Frey Scientific	Physics	New Equipment – Instruc.	\$714.12
P0061853	Mouser Electronics	Physics	Instructional Supplies	\$169.26
P0061854	American Express Travel	Fiscal Services	Transportation/ Mileage	\$119.20
P0061855	Spectrum Industries, Inc.	Humanities	New Equipment – Instruc.	\$2,728.74
P0061856	American Express Travel	Admissions/Records	Conferences Mgmt	\$192.20
P0061857	Matson Printing	Fiscal Services	Non-Instructional Supplies	\$536.92
P0061858	VWR Scientific	Chemistry	Instructional Supplies	\$798.89
P0061859	Khl Engineered Packaging Solution	Copy Center	Instructional Supplies	\$611.08
P0061860	Arts Council of Torrance	Ctr for Arts Adm Pub	Contract Services	\$30.00
P0061861	Portage	Humanities	Non-Instructional Supplies	\$109.68
P0061862	Lawrence Metal Products	Ctr for Arts Ticket	Non-Instructional Supplies	\$86.11
P0061864	American Express Travel	Community Advancement	Transportation/ Mileage	\$119.20
P0061865	San Jose Evergreen Comm Coll. Dis	Community Advancement	Conferences Mgmt	\$50.00
P0061866	Pacific Coachways	VTEA Title II Tech	Non-Instructional Supplies	\$536.00
P0061867	Vernier Software	Natural Sci	New Equipment – Instruc.	\$1,403.43
P0061868	American Express Travel	International Educat	Conferences Other	\$288.00
P0061869	Shanon P. Zusman	Fine Arts	Non-Instructional Supplies	\$75.00
P0061870	Debbie Minnichelli	Fine Arts	Non-Instructional Supplies	\$75.00
P0061871	Sandra J. Nitchman	Fine Arts	Non-Instructional Supplies	\$75.00
P0061872	Dori Sippel	Fine Arts	Non-Instructional Supplies	\$150.00
P0061873	Mark R. Shapiro	Fine Arts	Non-Instructional Supplies	\$75.00
P0061874	Patricia D. Mack	Fine Arts	Non-Instructional Supplies	\$75.00
P0061875	Joseph J. Derthick	Fine Arts	Non-Instructional Supplies	\$75.00
P0061876	Optima, Inc.	Fine Arts	New Equipment – Instruc.	\$737.00
P0061877	Akio Takamori	Student Affairs	A/P Manually Generated	\$125.00
P0061878	NCS	Information Technolo	Non-Instructional Supplies	\$5,736.17

P0061880	West Group	Counseling Office	Publications/ Periodicals	\$208.00
P0061882	Nancy Siskowic	Staff Development	Contract Services	\$400.00
P0061883	Enterprise Rent-A-Car	Counseling Office	Non-Instructional Supplies	\$86.59
P0061884	CPP Consulting Psychologists Pres	Career Center	Non-Instructional Supplies	\$260.31
P0061886	Things Remembered	Counseling Office	Non-Instructional Supplies	\$120.41
P0061887	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$675.94
P0061888	California Journal	Public Information	Publications/ Periodicals	\$43.00
P0061889	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$12.00
P0061890	Xpedx Paper & Graphics	Student Affairs	ASB Exp.	\$402.69
P0061891	Industrial Caster & Wheel	Utilities	Waste Disposal	\$837.55
P0061892	Matson Printing	Title V CSUDH	Reproduction – Noninstruc.	\$1,760.15
P0061893	Xpedx	Warehouse	Inventories, Stores, Prep	\$3,721.09
P0061894	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$1,125.80
P0061895	Mandated Cost Academy	Fiscal Services	Conferences Mgmt	\$275.00
P0061896	Otto Bindery	Copy Center	Printing	\$2,275.00
P0061897	Sonshine Print Shop	Copy Center	Printing	\$4,236.91
P0061898	Sears Roebuck & Company	CDC	New Equipment – Noninstruc.	\$862.38
P0061899	Constructive Playthings	CCAccessMeansParent	Non-Instructional Supplies	\$37.38
P0061900	Creative Diversity	CCAccessMeansParent	Non-Instructional Supplies	\$82.39
P0061901	Lakeshore Learning Materials	CCAccessMeansParent	Non-Instructional Supplies	\$1,201.03
P0061903	Smardan Supply Company	Facilities/Planning	Repairs Noninstructional	\$1,054.87
P0061906	Smardan Supply Company	Facilities/Planning	Repairs Noninstructional	\$436.32
P0061907	Stylographics	Title V-Activity 1	Non-Instructional Supplies	\$194.85
P0061909	Edmund Scientific	Physics	Instructional Supplies	\$102.53
P0061910	Sargent Welch Scientific	Physics	Instructional Supplies	\$127.91
P0061911	Gfi Maillessentials	Information Technolo	Computer Software Account	\$1,375.00
P0061912	Quami Adams	Fine Arts	Non-Instructional Supplies	\$450.00
P0061913	Mass Press	Title V-Activity 1	Non-Instructional Supplies	\$100.68
P0061915	S & B Food Services Catering Serv	EOPS	Non-Instructional Supplies	\$2,310.80
P0061916	S & B Food Services Catering Serv	VP-SCA	In-Service Training	\$1,265.35
P0061917	Tomark Sports, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,772.09
P0061918	Ward's Natural Science Establishm	Natural Sci	New Equipment - Instructi	\$751.10
P0061920	Ward's Natural Science Establishm	Earth Sciences	Instructional Supplies	\$1,007.85
P0061921	Smardan Supply Company	Facilities/Planning	Repairs Noninstructional	\$646.10
P0061922	Pacific Coachways	Fine Arts	Non-Instructional Supplies	\$484.00
P0061925	Ameritel, Inc.	Information Technolo	Maintenance Contracts	\$1,900.00
P0061926	American Express Travel	CACT COCCC	Transportation/ Mileage	\$119.20
P0061927	World Point, Ecc	Physical Education	Instructional Supplies	\$64.88
P0061928	Pacific Coachways	El Camino Language	Student Transportation	\$268.00
P0061929	Arbor Travel Associates, Inc.	Information Technolo	Transportation/ Mileage	\$13.02
P0061930	American Express Travel	Information Technolo	Transportation/ Mileage	\$158.70
Total :		203		\$257,356.99
B0067804	Small Manufacturers'	IDRC - Aerospace Gra	Contract Services	\$47,000.00
B0067878	Commerce Thru Digita	SBDC C02-0040 1/03	License Fee/Site Licenses	\$30,500.00

March 15, 2004

Administrative Services Page 10

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

	<u>Page No.</u>
I. INFORMATION	
A. Equipment/Technology Expenditures	2
B. Preliminary Projects Budgets.....	3
C. Citizens’ Bond Oversight Committee	5
II. APPROVAL	
A. Bid Award – Planetarium Projector	5
B. Bid Award – Pianos	6
C. Bid Award – Audio Visual Equipment & Projector Installation	6
III. RATIFICATION	
A. Purchase Orders.	6
B. Change Orders	7

B. PRELIMINARY PROJECTS BUDGETS

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

The following table reports expenditures through January 31, 2004.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS			
	BUDGET	EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	706,023	4,293,977
Architectural Barrier Removal Phase 2 (0202)	1,529,000		1,529,000
Athletic Education and Fitness Complex (0203)	15,718,000		15,718,000
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896		6,084,896
Business Building Replacement (0205)	10,926,189		10,926,189
Central Plant (0206)	10,858,000		10,858,000
Child Development Center Phase 2 (0207)	2,525,000		2,525,000
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000		1,100,000
Fire Academy Structure (0209)	791,375		791,375
Fire Program Facility (0210)	123,000		123,000
Health Occupations and Wellness Center (0211)	12,072,551		12,072,551
Humanities Complex Replacement (0212)	23,120,064		23,120,064
Learning Resource Center Addition (0213)	7,100,000		7,100,000
Manhattan Beach Blvd. Parking Structure (0214)	8,416,232		8,416,232
Remodeling Phase Two (0216)	157,625		157,625
Remodeling Phase Three (0217)	8,715,875		8,715,875
Science Complex Renovation (0219)	6,721,738	2,958,467	3,763,271
Signage and Wayfinding	2,600,000		2,600,000
Student Services and Activities Renovation (0220)	31,448,118		31,448,118
Temporary Space and Relocation Costs (0221)	2,000,000	45,285	1,954,715
Vocational Building and Manhattan Beach Blvd. Entry (0222)	22,349,821		22,349,821
Master Planning (0223)		1,623,136	(1,623,136)
Reserve for Contingencies (0299)	13,725,700		13,725,700
Total Additional Classrooms and Modernization	193,083,184	5,332,911	187,750,273
<u>Campus Site Improvements: Accessibility, Safety/Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	11,854	388,146
Emergency Generators and Distribution (0302)	2,265,000		2,265,000
Emergency Power to Security Lighting (0303)	175,000		175,000
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000		400,000
Fencing Replacement and Additions (0305)	375,000		375,000
Landscaping and Irrigation System Replacements (0306)	2,540,000		2,540,000

Lighting - Upgrade/Replace All Lots (0308)	2,440,000		2,440,000
Lot F Parking Structure Improvements (0309)	1,632,000		1,632,000
Lot H Parking Structure (0310)	8,348,666		8,348,666
Paving Replacement - All Walks and Driveways (0311)	2,187,000		2,187,000
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600		81,600
Security Video (0313)	180,000		180,000
Voice/Data/Signal Site Duct Bank (0314)	1,945,181		1,945,181
Reserve for Contingencies (0399)	1,757,784		1,757,784
Total Campus Site Improvements: Accessibility, Safety/Security	24,727,231	11,854	24,715,377
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000		2,818,000
Reserve for Contingencies (0499)	215,653		215,653
Total Energy Efficiency Improvements	3,033,653	0	3,033,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732		4,367,732
Art & Behavioral Sciences (0502)	12,247,136		12,247,136
Auxiliary Warehouse (0504)	105,042		105,042
Communications (0507)	6,623,354		6,623,354
Construction Technology (0508)	943,970		943,970
Domestic Water System (0509)	2,488,800		2,488,800
Facilities and Receiving (0510)	1,985,416	36,284	1,949,132
Fire Alarm (0511)	780,800		780,800
Firelines (0512)	1,837,503		1,837,503
Hazardous Materials Abatement (0513)	200,000	63,899	136,101
Library (0515)	7,876,509		7,876,509
Marsee Auditorium (0516)	6,670,843		6,670,843
Math & Computer Sciences (0517)	10,761,643		10,761,643
Music (0518)	8,896,846	2,100	8,894,746
Natural Gas System (0519)	488,000		488,000
North Gymnasium (0520)	3,248,993	203,637	3,045,356
Physical Education and Men's Shower (0521)	3,896,871		3,896,871
Planetarium (0522)	559,465		559,465
Pool and Health Center (0523)	8,273,592		8,273,592
Primary Electrical Distribution System (0524)	13,460,000	15,000	13,445,000
Reimbursements (0525)	1,456,353	1,456,353	0
Security Systems (0526)	1,313,664		1,313,664
Sewer System (0527)	1,964,200		1,964,200
Social Sciences (0528)	7,415,520		7,415,520
Storm Drain System (0530)	1,083,909		1,083,909
Reserve for Contingencies (0599)	8,337,328		8,337,328
Reserve for Contingencies (0599)	8,337,328		8,337,328
Total Health and Safety Improvements	117,283,489	1,777,273	115,506,216

<u>Information Technology and Equipment (ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	11,288	567,789
Business (0602)	1,123,650	66,402	1,057,248
Facilities Planning and Services (0603)	1,818,724	155,303	1,663,421
Fine Arts (0604)	2,805,096	180,661	2,624,435
Health Sciences and Athletics (0605)	1,203,993	151,609	1,052,384
Humanities (0606)	607,033	123,356	483,677
Industry and Technology (0607)	1,771,641	275,639	1,496,002
Information Technology (0608)	14,557,510	434,532	14,122,978
Learning Resources (0609)	4,665,775	34,159	4,631,616
Math (0610)	688,661	153,337	535,324
Natural Sciences (0611)	3,002,285	510,243	2,492,042
Nursing (0612)	252,651	116,250	136,401
Student and Community Advancement (0613)	567,500	77,632	489,868
Phase II, III, IV Purchases (0697)	12,686,900		12,686,900
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,887,168		3,887,168
Total Information Technology and Equipment	54,681,858	2,290,411	52,391,447
<u>Physical Education Facilities Improvements (PEFI)</u>			
Baseball Field (0701)	1,091,800		1,091,800
North Field (0702)	481,600		481,600
Sand Volleyball Courts (0703)	12,300		12,300
Reserve for Contingencies (0799)	121,349		121,349
Total Physical Education Facilities Improvements	1,707,049	0	1,707,049
	<u>\$394,516,464</u>	<u>\$9,412,449</u>	<u>\$385,104,015</u>

C. **CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for April 21, 2004, at 8 a.m.

II. **APPROVAL**

A. **BID 2003-14/PLANETARIUM PROJECTOR**

It is recommended that the following bid be awarded to the vendor listed below for the purchase and installation of a star projector for the planetarium, in accordance with the specifications, terms, and conditions of the above named project. The low bid, unlike the other bids, is a digital unit deemed unacceptable for El Camino use by planetarium evaluation team.

P.O. #
69052

Vendor
Spitz Inc. [5]

Bid Amount
\$406,479.00 (includes tax, delivery, and installation)

Other Bidders: Goto Optical, \$410,267.50 [3]; Evans & Sutherland, \$380,000.00 [5]; Seiler Instrument, \$441,296.00 [3]

“No Bid” Responses: None
Non-Responses: 1

B. BID 2003-18/PIANOS

It is recommended that the following bid be awarded to the vendor listed below for the purchase of four (4) pianos for the Fine Arts Division, in accordance with the specifications, terms, and conditions of the above named project.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
61582 free	Ahn’s Music Inc. [1]	*\$39,552.39 (includes tax and shipping)

Other bidders: Fields Pianos, ***\$38,136.48** [5]; Kawai America Corp, ***\$50,767.68** [5].

“No Bid” Responses: None
Non-Responses: 2

***President Fallo read these corrected dollar amounts in at the Board meeting.**

C. BID 2003-16/AUDIO VISUAL EQUIPMENT & PROJECTOR INSTALLATION

It is recommended that the following bid be awarded to the vendor listed below for the purchase of audio-visual equipment and the purchase/installation of ceiling projectors in various rooms on campus in accordance with the specifications, terms, and conditions of the above named project.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
Various	CCS Presentation Systems [2]	\$58,749.89 (includes equipment, tax, shipping, and installation)

Other Bidders: Computer One, \$67,800.44 [2]; Audio Visual Innovations, \$96,113.54 [5]; Gridworks, \$30,320.83 (partial bid only) [5].

“No Bid” Responses: None
Non-Responses: 5

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

III. RATIFICATION

A. PURCHASE ORDERS

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

Run Date
2/27/2004

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

Meeting Date: 3-15-2004

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0069136	Star Trac Rob Russell	Health Sciences	New Equipment – Noninstruc.	\$13,115.25
P0069137	Proaction Media	Instructional Service	New Equipment – Noninstruc.	\$550.17
P0069139	Delphin Computer Supply	Instructional Service	New Equipment – Noninstruc.	\$529.34
P0069140	Smolen and Associates	Instructional Service	New Equipment – Noninstruc.	\$9,498.94
P0069141	Wr Medical Electronics Company	Instructional Service	New Equipment – Noninstruc.	\$370.06
P0069143	Auditory Instrument Dist.	Instructional Service	New Equipment – Noninstruc.	\$2,936.10
P0069150	A-1 Office Plus	Instructional Service	New Equipment – Noninstruc.	\$1,551.68
P0069151	Brookstone Equipment	Facilities Planning	New Equipment – Noninstruc.	\$42,701.85
P0069152	Zevxchange	Facilities Planning	New Equipment – Noninstruc.	\$507.50
P0069153	CCS Presentation Systems, Inc.	Fine Arts	New Equipment – Noninstruc.	\$10,015.40
P0069154	Johnstone Supply	Industry & Technology	New Equipment – Noninstruc.	\$2,928.16
P0069155	Videotape Products	Industry & Technology	New Equipment – Noninstruc.	\$1,330.24
P0069156	Praxair	Industry & Technology	New Equipment – Noninstruc.	\$4,625.41
P0069157	Lehner Martin Inc.	Industry & Technology	New Equipment – Noninstruc.	\$2,386.69
P0069158	Lehner Martin Inc.	Industry & Technology	New Equipment – Noninstruc.	\$1,385.17
P0069159	Msc Industrial Supply	Industry & Technology	New Equipment – Noninstruc.	\$1,196.61
P0069160	South Bay Paint & Tool Co.	Industry & Technology	New Equipment – Noninstruc.	\$2,331.69
P0069161	Fountain Valley Paint	Industry & Technology	New Equipment – Noninstruc.	\$1,712.52
P0069162	CCS Presentation Systems, Inc.	Industry & Technology	New Equipment – Noninstruc.	\$2,771.26
P0069163	Cal Partitions, Inc	Industry & Technology	New Equipment – Noninstruc.	\$797.00
P0069164	Interra, Inc.	Instructional Service	New Equipment – Noninstruc.	\$30,148.77
P0069171	E.G. Brennan & Co., Inc.	Student &Community	New Equipment – Noninstruc.	\$5,375.84
Total :		22		\$138,765.65
B0068006	Vantage Technology	Business	Professional Services-Bon	\$11,700.00
B0069038	Entertainment Light	Fine Arts	New Equipment – Noninstruc.	\$50,990.00
B0069135	Tbp Architecture, In	Master Planning	Architecture & Engineering	\$42,000.00
Total :		3		\$104,690.00
Total POs and BPOs :		25	TOTAL :	\$243,455.65

B. CHANGE ORDERS

None

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-5
A. Classified Professional Growth.....	5
C. Resolution – Equivalence to Minimum Qualifications.....	5-6
D. Volunteers	6

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified service employees as shown in items 1-15 and 1-14.

Certificated Personnel:

1. Retirement – Dr. Nadine Hata, Vice President of Academic Affairs, effective August 1, 2004, and that a plaque be prepared and presented to her in recognition of her service to the District since 1970.
2. Personal Leave of Absence (20%) – Mr. Walter Kahn, full-time instructor of Electronics and Computer Hardware Technology, effective January 17 through June 13, 2004.
3. Change in Assignment – Ms. Stephanie Rodriguez, full-time Counselor will work 50% Counselor, effective March 16 through June 30, 2004.
4. Change in Salary – Mr. Massoud Ghyam, full-time instructor of Mathematics, from Class III, Step 14 to Class IV, Step 14, effective April 10, 2004.
5. Employment – Ms. Valencia Rayford, to full-time temporary EOP&S Counselor, Class II, Step 5, effective March 16 through June 30, 2004.
6. Special Assignment – Ms. Sonya Thompson, part-time instructor of Child Development, to teach for-credit class in Child Development 32 for the Children’s Collective contract, to be paid \$67.38 an hour, not to exceed \$3,700 or 54 hours, effective March 1 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
1. Special Assignment - The following full-time instructors of Humanities to be hired for eight hours a week for fifteen weeks each semester for Journalism/Student Publications lab supervision during Spring 2004, to be paid \$37.57 an hour, in accordance with the Agreement, Article X, Section 13(a).

Jolene Combs Lori Medigovich

8. Special Assignment – The following full-time instructors to participate in First Year Experience and linked learning communities, staff development, training workshops and course collaboration for First Year and linked courses, effective February 1 through June 30, 2004, to be paid \$25.05 an hour, not to exceed \$800 for new courses, \$500, for 2nd semester repeat and \$250 for 3rd semester repeat courses upon submission of a final report on June 30, 2004, per Title V – Hispanic Serving Institutions Grant, and in accordance with the Agreement, Article X, Section 14(a).

Lucy Alamillo
Stacey Allen
Jennifer Annick

Mimi Ansite
Susan Baxter
Susan Corbin

Allison DeVaney
Susan Duncan
Karen Forney

Susan Gates
Judy Harris
Linda Ho
Betty Littles

Nitza Llado
Edward Martinez
Victoria Martinez
Inna Newbury

Katheryn Romero
Cynthia Silverman
Terry Spearman
Claudia Streipe

9. Special Assignment – The following part-time instructors to participate in First Year Experience and linked learning communities, staff development, training workshops and course collaboration for First Year and linked courses, effective February 1 through June 30, 2004, to be paid \$25.05 and hour, not to exceed \$800 for new courses, \$500, for 2nd semester repeat and \$250 for 3rd semester repeat courses upon submission of a final report on June 30, 2004, per Title V – Hispanic Serving Institutions Grant, and in accordance with the Agreement, Article X, Section 9(m).

Dalia Juarez

Natalina Monteiro

Sabra Sabio

10. Special Assignment – The following part time instructors in Industry & Technology, to administer credit by examination, to be paid \$50.09, effective February 17 through June 13, 2004, in accordance with the Agreement, Article X, Section 9(m).

Mark Arnold
Danny Barley
Henry Brown
Victor de la Torre
Robert Diaz
Greg Guerrero
Glenna Johnson
Mark Lepore

James Lemmon
Ed Lugo
Robert Oldmsted
Rey Rojo
Monique Schaefer
John Schwab
Nancy Schwab
Franz Seifert

Dale Ueda
Dan Valladares
Emmanuel Villaroman
Phillip Walls
Sue Wenzlaff

11. Stipend Assignment – Ms. Caryn Desai, part-time instructor of Theatre, to work as Play Production Director, to be paid \$428 per week for 8 weeks, effective April 6 through June 6, 2004, in accordance with the Agreement, Article X, Section 10(d).
12. Stipend Assignment – Ms. Barbara Gomez, part-time instructor of Sign Language, to present two workshops at annual American Sign Language Interpreter Workshop & Faire, to be paid \$400, effective April 24, 2004, in accordance with the Agreement, Article X, Section 9(m).
13. Stipend Assignment – Mr. Jeffrey Lenham, full-time instructor of Educational Development, to present two workshops at annual American Sign Language Interpreter Workshop & Faire, to be paid \$400, effective April 24, 2004, in accordance with the Agreement, Article X, Section 14(c).

March 15, 2004

Human Resources – Administrative Services - 2

14. Employment – The following part-time/temporary instructors to be hired as needed for the 2004 Spring Semester.

Behavioral & Social Sciences

Simon Lamar

Business

Steven Alexander
Philip Ser Sun Lau

Fine Arts

David Kost

Humanities

Tina Ji
Andrea Lozano
Kathy Vertullo

Industry & Technology

Diane Daum

Natural Sciences

Marla Conti
Wade Mayo

15. Employment – The following part-time/substitute instructors to be hired as needed for the 2004 Spring Semester:

Behavioral & Social Sciences

Allison Baker

Health Sciences & Athletics

Nina Collins

Classified Personnel:

1. Retirement – Mr. Del Bergin, User Support Analyst, Range 46, Step E, Information Technology Services Division, Administrative Services Area, effective May 1, 2004, and that a plaque be prepared and presented to him in recognition of his services to the district since 1985.
2. Termination – Ms. Olivia Veit, Dietetic Technician, Range 17, Step E, Child Development Center/Enrollment Services Division, Student and Community Advancement Area, effective January 29, 2004, and that she be placed on the 39-month reemployment list.
March 15, 2004 Human Resources – Administrative Services - 3
3. Personal Leave of Absence 5% - Ms. Katherine Conley, 75% Lab Attendant, Range 19, Step E, Industry and Technology Division, Academic Affairs Area, effective February 17 through June 11, 2004.

4. Personal Leave of Absence 8% - Ms. Jill Dohy, 58% Operations Officer, Range 39, Step C, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective March 1 through September 30, 2004.
5. Personal Leave of Absence 15% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective February 17 through June 30, 2004.
6. Change of Assignment – Ms. Lisa Perez, from 100% Student Services Technician, Range 28, Step C, Counseling and Student Services Division, Student and Community Advancement Area, to 50% effective March 1 through March 24, 2004, and to 75% effective March 25 through June 30, 2004.
7. Change of Classification – Ms. Hortense Cooper, Director- Financial Aid, Range 13, Step 5, Financial Aid/Enrollment Services Division, to Acting Dean, Enrollment Services, Range 16, Step 2, Student and Community Advancement Area, effective March 1 through April 30, 2004.
8. Change of Classification – Mr. Taylor Robbins, Assistant Director – Financial Aid, Range 11, Step 4 to Acting Director – Financial Aid, Range 13, Step 3, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective March 1 through April 30, 2004.
9. Work Out of Classification – Ms. Myrna Mendoza, 85% Secretary, Range 25, Step E to 85% Administrative Assistant II, Range 31, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective February 23 through April 30, 2004.
- ~~10. Work Out of Classification 9% – Mr. Harnish Patel, Clerical Assistant, Range 20, Step E, to work as Student Services Advisor, Range 35, Step A, Testing Assessment Office/Enrollment Services Division, on test dates only, effective March 1 through June 30, 2004.~~
11. Employment – Ms. Stephanie Rodriguez, 50% Temporary Interim Director of Workforce Education, Range 11, Step 4, Workforce Education/Community Advancement Division, Student and Community Advancement Area, effective March 16 through June 30, 2004.

~~*Item 10 was pulled from agenda and no substitutions were made.~~

March 15, 2004

Human Resources – Administrative Services – 4

Temporary Classified Employees:

12. The following individuals to work as Custodian, Range 18, Step A, Facilities Planning and Services Division, Administrative Services Area as needed, effective March 16 through June 30, 2004:

Louis Bonilla
Pauletta Conway
Teresa Hill

Teresa Nunez

13. Ms. Michele Krawczyk - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for the 2003-2004 fiscal year, effective March 16, 2004.
14. Ms. Martha Perez – Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, 50% effective March 1 through March 24, 2004.

B. CLASSIFIED PROFESSIONAL GROWTH

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

Association of International Educators /NAFSA Region XII Conference, Loyola Marymount University, Los Angeles, CA - Leonid Rachman. April 6, 2004. \$85.00 plus mileage.

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

March 15, 2004

Human Resources – Administrative Services - 5

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below

listed instructors to teach in the designated discipline(s) during employment at El Camino College:

Geography
Marla Conti

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:

Mabel Arita
Janet Atkinson
Takae Asahi
James Bernard
Jack Cole
Ayse Culcu
Ruth Dennis
Satoe Fukushima
Hollis Grant
Kathleen Gerber
Susan Leilua
Ara Melikian
Bryant Mendez
Kathleen Morton
Mika Nishiyama
Gerald Ong
Julieta Ortiz
John Porter
Trameka Richardson
Rodney Rose
Cameron Samimi
Pedro Saucedo
Curtis Thompson
Daniel William
Charles Woolever

March 15, 2004

Human Resources – Administrative Services – 6

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. Citizens' Bond Oversight Committee

Page 1

Citizens' Bond Oversight Committee

It is recommended that the Board appoint members to the El Camino College Citizens' Bond Oversight Committee as follows:

Area 4 Trustee and Senior Citizens' Organization

Mr. Mark Marion, El Segundo, nominated by Trustee Hummel, to a two-year term.

Area 2 Trustee

Ms. Janina G. Velasquez, Hawthorne, nominated by Trustee Combs to complete term of member appointed from Trustee Area 2.

Reappointment of members whose terms have expired, to two-year terms as follows:

Mr. Don Greco, Manhattan Beach, El Camino College Foundation Representative;

Mr. Kurt Weideman, Torrance, Taxpayer Organization.

Student Organization Representative

Associated Students Organization will make recommendation at the April 2004 Board meeting.

Mark Marion

921 McCarthy Ct.
El Segundo, CA 90245
(310) 640-9624

EDUCATION

Covina High School
Mount San Antonio J.C. (A.A.)
Long Beach State College (B.A. and graduate work)

CREDENTIALS

Life Teaching Credential (elementary)
Administrative Service Credential (K-12)

MILITARY SERVICE

Viet Nam era Veteran – U.S. Army

CLUBS AND ASSOCIATIONS

California Teacher's Association – Retired
National Education Association – Retired
A.A.R.P.
El Segundo Senior Citizens Club

WORK HISTORY

I have been an elementary school teacher for the Los Angeles Unified School District and the El Segundo Unified School District for 31 ½ years, retiring in 1995. During my career I taught all of the elementary grades (K-8). I was very involved with curriculum development and worked on many committees. I was also involved in after school and playground activities. I was a supervisor of these activities for many years.

Another interest during my career was in the teachers' union. I held all of the elected offices of the El Segundo Teachers' Association and for many years was the chairman of the negotiations' committee. For my work in this area I was awarded a WHO Award by the California Teachers' Association (We Honor Our Own).

I was also very involved in the PTA and I was awarded an Honorary Life Service Award.

Both my wife and I were very active in youth activities with our children. We served on many boards and other positions for El Segundo youth sports and Scouts.

A final chapter of my career in El Segundo that I am very proud of is that I was asked to develop and start-up the child care program for the school district (The Learning Center). I created the name, the logo, and the curriculum, and was the first director. This program has now become one of the most successful school run child care programs in the South Bay.

My wife, Marcia, and I remain interested in education, and educational issues. We both are supporters of the Junior College concept. Marcia and I both have AA degrees from California Junior Colleges (hers is from El Camino). Our daughter took classes at El Camino and went on to get a B.A. and M.Ed from a four year university.

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1976-1987 - **Nilsson, Robbins, Dalgarn, Berliner & Wurst**

Legal assistant to managing partner, foreign intellectual property paralegal.

1987- 1996 - **Ipcon**

Self-employed foreign intellectual property consultant to various corporations and law firms. Managing and facilitating acquisition and filing of foreign patents and trademarks.

1996-Present- **El Camino College Federation of Teachers**

Began as Office Manager and am presently Executive Director overseeing Federation Office, interacting with faculty, staff and management relating to contract issues.

Member: Hawthorne Women's Club
AIPPI – International Association for the Protection of Intellectual Property