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



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El Camino Community College District  
President,  
El Camino College

El Camino College  
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**Agenda, Monday, April 18, 2005  
Board Room, 4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of March 21, 2005**
- III. Presentations - none**
- IV. Public Hearings – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda, Pages 1-12*  
Student and Community Advancement  
*See Student & Community Advancement Agenda, Pages 1-3*  
Administrative Services  
*See Administrative Services Agenda, Pages 1-11*  
*See Measure "E" Bond Fund Agenda, Pages 1-10*  
*See Human Resources Agenda, Pages 1-11*  
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. Anticipated Litigation, Brown Act Section 54946.9- Significant Exposure to Litigation
    - 1. 1 Case
  - B. Personnel Matters, Brown Act Section 54957
    - 1. Public Employee Performance Evaluation-President

## EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

### **Vision Statement**

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

### **Mission Statement**

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

### **Statement of Philosophy**

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

### **Statement of Values**

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

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

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

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

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

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

### **Guiding Principles**

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

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

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

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

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

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
Monday, March 21, 2005

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, March 21, 2005, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Lila S. Hummel, Vice President; Trustee Mary E. Combs, Secretary; Trustee Nathaniel Jackson, Member; and Trustee Mary E. Combs, Member. Mr. Bryce L. Matson, Student Member was absent.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Mr. Alex Kelley, Interim Vice President—Administrative Services; Dr. Patricia Caldwell, Vice President—Student and Community Advancement, and Dr. James Schwartz, Interim Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of February 22, 2005

The Minutes of the Regular Board Meeting of February 22, 2005 were approved.

Consent Agenda

It was moved by Trustee Jackson, seconded by Trustee Hummel, that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program  
Proposed Curriculum Changes – Effective 2005-2006 Academic Year

Student and Community Advancement

Student Field Trips  
Forensics Tournaments-Spring 2005  
Student Conference  
2005 Spring Girls' High School Basketball League  
Derrick Deese Lineman Camp  
Community Education for 2005  
International Travels  
Shredding of Documents

Administrative Services

Transfer of Funds to Capital Outlay Projects Fund 41  
Transfer of Funds to Capital Outlay Projects Fund 41 (Bookstore)  
Transfer of Funds to General Fund-Restricted  
Transfer of Funds to Capital Outlay Fund 41  
2005-06 Tax and Revenue Anticipation Notes (TRANS)  
Contracts/Personal Service Agreements Valued at \$50,000 or Higher  
Personal Service Agreements – Amendments  
Notice of Job Completion

Resolution – Child Development Center  
Resolution (SAWCX)  
Purchase Orders

Measure E Bond Fund  
Bid Award  
Purchase Orders

Human Resources  
Employment and Personnel Changes  
Temporary Casual Employment  
Classified Professional Growth  
Resolution – Equivalence to Minimum Qualifications  
Approval by Board of Trustees: Part-Time Faculty Salary Proposal

President/Board of Trustees  
Conference Attendance  
Special Subcommittee Report  
California Community College Trustees Board Election

Motion carried.

Closed Session  
Meeting recessed to a closed session at 5:20 p.m. and adjourned from the closed session at 6:10 p.m.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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

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## **A. ASSOCIATE DEGREE DEFINITIONS AND CRITERIA**

It is recommended that the Board approve the definitions and criteria for the Associate in Science degree and the Associate in Arts degree.

### **Associate in Science:**

An Associate in Science degree is granted in a discipline in which scientific thought and investigation are integral within the academic area or where there is emphasis on the application of mathematics, science, or technology.

Adopted by Associate Degree Task Force 3/21/03  
Approved by College Curriculum Committee 3/25/03  
Approved and adopted by Academic Senate 5/6/03

### **Associate in Arts:**

An Associate in Arts degree is granted in a discipline in which behavioral sciences, fine arts, human movement, humanities, public affairs or social sciences is integral within the academic area.

Adopted by Associate Degree Task Force 3/21/03 and Revised 5/9/03  
Approved by College Curriculum Committee 3/25/03  
Approved and Adopted by Academic Senate 5/20/03

- 1. Natural Sciences.** Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the General Education Requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines which emphasize experimental methodology, the testing of hypotheses, and the power of systematic questioning, rather than only the recall of facts. Courses which focus on personal, practical, or applied aspects are not suitable for this category.

Adopted by Associate Degree Task Force 3/15/02  
Approved by College Curriculum Committee 10/8/02  
Approved and adopted by Academic Senate 2/18/03

### **2. Social and Behavioral Science**

Social and Behavioral Sciences. Courses in the social and behavioral sciences promote an

appreciation and understanding of how members of diverse societies operate or have operated as individuals and social groups. To satisfy the general education requirement in social and behavioral sciences, a course shall develop an awareness of methods of inquiry and stimulate critical thinking about the ways in which people act and interact within social and cultural contexts.

This category would include introductory or integrative survey courses such as child development, cultural anthropology, cultural geography, economics, family and consumer studies, history, political science, psychology, sociology, and related disciplines.

Revision Adopted by Associate Degree Task Force 10/25/02

Approved by College Curriculum Committee 10/29/02

Approved by Academic Senate 2/18/03

### **3. Humanities**

Courses in the humanities are those that promote an appreciation of the cultural activities and artistic expressions of human beings. To satisfy the general education requirements in the humanities, a course shall develop the student's awareness of the ways that people throughout the ages have artistically and culturally responded to themselves and the world around them and shall develop the student's aesthetic understanding and ability to make value judgments. This category includes introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

Adopted by Associate Degree Task Force 5/10/02

Approved by College Curriculum Committee 10/8/02

Approved and Adopted by Academic Senate 2/18/03

**4. Language and Rationality.** Courses in language and rationality are those that develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation.

**A. English Composition.** Courses that fulfill the written composition requirement shall focus primarily on both expository and argumentative writing.

**B. Communication and Analytical Thinking.** Courses that fulfill the communication and analytical thinking requirement shall include oral communications, written communications, critical reasoning, mathematics, logic, statistics, and computer languages and programming.

Revised and Adopted by Associate Degree Task Force 4/26/02

Approved by College Curriculum Committee 10/8/02

Approved by Academic Senate 2/18/03

**5. Health and Physical Education.** Courses in health and physical education promote lifelong understanding of the basic human need for development and maintenance of good personal health and fitness. To satisfy the general education requirement in Health Education, a course shall help the student develop knowledge of personal health through the examination of health-related social problems, potential preventative strategies, and mediating actions. A Physical Education course shall establish a foundation for regular life-long physical activity and provide opportunities for a student to develop competencies in activities that promote movement, reduce disease risk, and improve overall quality of life.

Adopted Associate Task Degree Force 5/10/02

Approved by College Curriculum Committee 10/8/02

Approved and Adopted by Academic Senate 2/18/03

**6. Mathematics Criteria for Associates of Arts/Science Degree**

A course designed to satisfy the Mathematics Competency requirement must be at the Elementary Algebra level or higher and shall expand students' mathematical reasoning skills as they develop mathematical arguments. Courses shall integrate numeric, symbolic, functional, and spatial concepts. Courses shall enable students to apply their knowledge of mathematics to meaningful applications and explorations, to solve mathematical problems, and to judge the reasonableness of their results. Courses that are computational in nature are not suitable for this category.

Revised and Adopted by Associate Degree Task Force 4/26/02

Approved by College Curriculum Committee 10/8/02

Approved and Adopted by Academic Senate 2/18/03

**B. CONFERENCE ATTENDANCE**

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

1. Ms. Joyce Dallal – Imagining the Book II Conference, Alexandria, Egypt, 6-17 April 2005, to participate in an art workshop/symposium and exhibition at the Bibliotheca Alexandria. Funding will be covered through a grant and the Bibliotheca Alexandria. The only cost to the District is for 18 hours for a paid substitute.
2. Mathematics, Engineering, Science Achievement (MESA) Program – The following students will attend the 2005 Student Leadership Retreat, 8-10 April 2005, at the Happy Valley Conference Center, Santa Cruz, California. Conference expenses will be covered by MESA. Students will be accompanied by the MESA Director, Arturo Hernandez. Transportation will be by van.

Sandra Aldana

April Huerta

Michael Arzate  
Rilwan Balogun  
Nnenna Blunt  
Erika Guzman

Steve Lopezlavalle  
Marlon Medina  
Gerardo Sandoval

### **C. INSTRUCTIONAL FIELD TRIPS – SPRING 2005**

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

1. April 1-4, 2005 – Professor Joseph Holliday – Geology 30 Class, estimated students 24, Death Valley – depart 8:00 a.m. (4/1), return 4:00 p.m. (4/4) – Van transportation.
2. May 6-8, 2005 – Mr. James Osborne – Horticulture 44 Class, estimated students 15, James Reserve, Idyllwild – depart 12:00 p.m. (5/6), return 12:00 p.m. (5/8) – Van transportation.
3. May 6-8, 2005 – Professor Jeanne Bellemin – Biology 16 Class, estimated students 12, James Reserve, Idyllwild – depart 10:00 a.m. (5/6), return 3:00 p.m. (5/8) – Van transportation.

### **D. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2005-2006 ACADEMIC —YEAR**

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

#### **BUSINESS DIVISION**

##### **INACTIVATE COURSES**

1. Business 46 – Language Skills for the Office
2. Business 51A – WordPerfect Applications
3. Business 51B – Advanced WordPerfect Applications
4. Business 65ab – Microcomputer Keyboard/Typewriting Skill Building

#### **HEALTH SCIENCES AND ATHLETICS DIVISION**

##### **CHANGES IN NUMBER, DESCRIPTIVE TITLE, LECTURE/LAB HOURS, FACULTY LOAD, UNITS, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW**

*Current Status/Proposed Change*

1. Nursing ~~62~~ 154 – Intermediate Nursing Process, Psychosocial Problems, and Gerontology Mental Health

Units: ~~5~~ 4 Lecture: ~~2.5~~ 2 hours Lab: ~~7.5~~ 6 hours Faculty Load: ~~54.166~~ 43.333%

Prerequisite: Nursing ~~60B~~ 150, Nursing 151, and Nursing ~~61~~ 152 with a minimum grade of C in prerequisite

~~The student, at In this level, is expected to study, analyze, and use~~ course, students will utilize the nursing process in caring for clients with varying degrees of mental health problems. Psychopharmacological therapies will be examined. Students will apply techniques of therapeutic communication, skills to gather data, to establish and maintain the nurse/client relationship, and to impart information in a systematic and competent manner using the components of the nursing process. The focus of clinical practice is on: defining the role of the nurse in the Mental Health/Psychiatric milieu and community and in the care of the elder using therapeutic communication skills to establish a therapeutic nurse/client relationship; identifying the range of behaviors and the care available for varying types and degrees of administer medications, and assume a leadership role in the clinical setting. In addition, students will utilize and maintain legal and ethical standards specific to mental health problems; and exploring the care of elders with emphasis on gero-psychiatric problems clients.

*Current Status/Proposed Change*

2. Nursing ~~63~~ 153 – Intermediate Nursing Process I

Units: ~~5~~ 4.5 Lecture: ~~2.5~~ 2 hours Lab: 7.5 hours Faculty Load: ~~54.166~~ 50.833%

Prerequisite: Nursing ~~60B~~ 150, Nursing 151, and Nursing ~~61~~ 152 with a minimum grade of C in prerequisite

~~Clinical nursing problems that occur due to~~ This course will assist the student in meeting the needs of adult clients with moderately severe disruptions and imbalances of the basic human needs will be studied. Nursing diagnoses which focus on commonly occurring health problems for the adults will be studied. to health. Theory and related utilization of the nursing practice process will focus on pathophysiological problems associated with the pre-operative and post-operative periods, and Students will examine problems associated with the physical integrity, respiratory, activity-rest, ingestive, and excretory, and sexual needs. Collaborative nursing measures to assist clients with chronic O<sub>2</sub>/CO<sub>2</sub> imbalances will be introduced.

**CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW**

*Current Status/Proposed Change*

1. Nursing ~~66B~~ 156 – Advanced Nursing Pharmacology

Prerequisite: Nursing ~~60B~~ 150, Nursing ~~61~~ 151, and Nursing ~~66A~~ 152 with a minimum grade of C in prerequisite

This course is offers an in-depth study of clinical drug therapy, with emphasis on the knowledge and intervention needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs will be emphasized. Major content areas will include advanced pharmacological

principles; major drug classifications; selected individual drugs; drug effects on body tissues; human responses to drug therapy; and application of the nursing process. ~~Correlation of~~ Anatomy, physiology, and microbiology concepts are correlated with various pathologies, ~~will be presented with emphasis on health~~ emphasizing the effect(s) of drug therapy on body systems. Health teaching and legal/ and ethical issues are examined.

## NEW COURSES

### 1. Nursing 250 – Intermediate Nursing Process and the Family

Units: 5.5      Lecture: 3 hours      Lab: 7.5 hours      Faculty Load: 57.5%

Prerequisite: Nursing 153, Nursing 154, Nursing 155, and Nursing 156 with a minimum grade of C in prerequisite

Credit, degree applicable; Transfer CSU

This course focuses on the theory and clinical application of concepts related to the nursing care of families in the childbearing and childrearing stages. Using the nursing process, students will apply the El Camino College Nursing Program's theoretical framework to meet the basic needs of families as they move through the life stages of pregnancy, birth, and childhood. The importance of structural variables, physical assessment skills specific to maternal-child nursing, and pathological conditions that occur during childbirth, infancy, childhood, and adolescence will be emphasized.

### 2. Nursing 253 – Intermediate Nursing Process II

Units: 4.5      Lecture: 2 hours      Lab: 7.5 hours      Faculty Load: 50.833%

Prerequisite: Nursing 153, Nursing 154, Nursing 155, and Nursing 156 with a minimum grade of C in prerequisite

Credit, degree applicable; Transfer CSU

This course will assist the student in meeting the needs of clients with complicated disease states. The synthesis and integration of multiple assessment data in order to utilize the nursing process in caring for medical-surgical clients will be emphasized. Organization and prioritizing care for multiple clients will be stressed in the delivery of total patient care. Increased skill development of nursing procedures and collaborative nursing interventions will be emphasized in the clinical setting. Topics will include pain management, hematology, immunology, infectious diseases, oncology, palliation, and neurological dysfunctions.

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

### 1. Physical Education 16abc – Off-Season Training for Men's Intercollegiate Basketball Team

*Current Status/Proposed Change*

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

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

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

2. Physical Education 65ab –Men’s Intercollegiate Tennis Team

*Current Status/Proposed Change*

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

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

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

3. Physical Education 105ab – Women’s Intercollegiate Basketball Team

*Current Status/Proposed Change*

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

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

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

4. Physical Education 106abc – Off-Season Training for Women’s Intercollegiate Basketball Team

*Current Status/Proposed Change*

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

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

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

5. Physical Education 115ab –Women’s Intercollegiate Tennis Team

*Current Status/Proposed Change*

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

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

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

## HUMANITIES DIVISION

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

#### 1. Communications 1abcd – Student Leadership

*Current Status/Proposed Change*

Lecture: 1 hour      Lab: 2 hours to be arranged

This course provides general training skill building in the areas of time management, goal setting, and listening as they pertain to leadership positions. It also provides education in parliamentary procedure, group dynamics, democratic procedures, and the mechanics of group processes.

~~Note: This course is required of all current government officers. It also meets the need of potential student government and organization officers and may be elected by any student.~~

### INACTIVATE COURSE

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

### CHANGE IN CATALOG DESCRIPTION; PROPOSED GENERAL EDUCATION REQUIREMENT; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

#### 1. English 26 – The Literature of Science Fiction

*Current Status/Proposed Change*

~~An examination~~ This course examines various types of man's concern for his future through reading, analysis, and class discussion of science fiction literature. ~~Technique and meaning of individual works will be considered in their own right and in relation to other works in the genre.~~ from the 20<sup>th</sup> century to the present. Students read, analyze, discuss, and evaluate examples of the most widely-read and enduring science fiction genres: space adventure, utopian/dystopian, near-future, high-tech, and futuristic human/social interaction. Students also examine the history of science fiction and the cultural contexts that have given rise to the various science fiction genres. Other science fiction genres may be discussed including gothic, suspense, horror, and fantasy.

~~None~~ IGETC General Education Requirement – Area 3.

#### 2. Humanities 1 – An Introduction to the Humanities

*Current Status/Proposed Change*

This course is ~~An~~ an introduction to the humanities through an historical, descriptive, interpretive, and critical study of film, drama, music, literature, art, architecture, philosophy and history of

the ancient and early medieval world with emphasis on classical Greece and Rome painting, sculpture, and architecture.

Note: Offered This course is only offered through the Consortium for Community College Television operated under the auspices of the Office of the Los Angeles Superintendent of Schools distance education.

3. Journalism 12 – Mass Media and Society

*Current Status/Proposed Change*

This course is Aa study of mass media and media technologies as they apply to society. Includes a study Students learn the history of the mass media as well as the functions, the responsibilities, as well as a study of media history, development and potential for the future. The course is designed to increase the influence of the mass media on American society. The course increases student awareness of the impact of the mass media in shaping upon society and makes students critical consumers of our mass media.

## INDUSTRY AND TECHNOLOGY DIVISION

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

1. Fire and Emergency Technology 90A – Fire Investigation 1A

*Current Status/Proposed Change*

This course parallels the Fire Cause and Origin Determination course offered by the California Fire Service Training and Education System (CFSTES). It provides the student with an introduction and basic overview of fire scene This is the first course in fire investigation. The focus of this course is to provide information and focuses on basic fire scene indicators and to introduce students to concepts of investigation, fire cause, fire scene indicators, fire scene records, and investigative agencies. It applies to Fire Officer and Fire Investigator I certification requirements established by the California State Board of Fire Services.

2. Fire and Emergency Technology 90B – Fire Investigation 1B

*Current Status/Proposed Change*

This course parallels the Techniques of Fire Investigation course offered by the California Fire Service Training and Education System (CFSTES). It provides students with information to achieve a deeper understanding is the second course in of fire investigation. This course builds on Fire Investigation 1A and focuses on fire scene documentation, and includes as topics of discussion the juvenile fire setter, report writing, and evidence collection and preservation, searches, interviewing techniques, applicable laws, and courtroom procedures. This course applies to Fire Investigator I certification requirements established by the California State Board of Fire Services.

3. Fire and Emergency Technology 100 – Fire Management 1

*Current Status/Proposed Change*

This course parallels the Management and Supervision for Company Officers course offered by the California Fire Service Training and Education System (CFSTES). ~~It~~ The course is designed to prepare or enhance the first line supervisor's ability to supervise subordinates ~~on~~ in a fire company. ~~It~~ and it introduces key management concepts and practices utilized in the California fire service. ~~This~~ The course includes discussions about decision making, leadership styles, personnel evaluations, and counseling guidelines. This course applies to Fire Officer certification requirements established by the California State Board of Fire Services.

4. Fire and Emergency Technology 110A – Fire Prevention 1A

*Current Status/Proposed Change*

This course parallels the first of ~~course in~~ the series of ~~Fire Prevention courses~~, fire prevention ~~practices~~ ~~courses offered~~ by the California Fire Service Training and Education System (CFSTES). It provides a broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. ~~Some areas of discussion include flammable and combustible liquids and gases, explosives, fireworks, extinguishing systems and others.~~ This course meets National Fire Protection Association 1031, Fire Inspector Professional Qualifications Standards, and applies to Fire Officer, Fire Prevention Officer I, and Public Education Officer certification requirements established by the California State Board of Fire Services.

5. Fire and Emergency Technology 110B – Fire Prevention 1B

*Current Status/Proposed Change*

This course parallels the ~~Code Enforcement~~ ~~second~~ ~~course~~ ~~in the series of fire prevention courses~~ offered by the California Fire Service Training and Education System (CFSTES). It is ~~second in the series of Fire Prevention courses that~~ focuses on the codes, and ordinances, and statutes that pertain to fire prevention practices in California. ~~Some~~ The topics of discussion covered include: ~~combustible, flammable, and hazardous materials,~~ building construction and occupancy, evacuation procedures, inspection reports, and processing plans. This course meets National Fire Protection Association 1031, Fire Inspector Professional Qualifications Standards, and applies to Fire Officer, Fire Prevention Officer I, and Public Education Officer Certification requirements established by the California State Board of Fire Services.

6. Fire and Emergency Technology 110C – Fire Prevention 1C

*Current Status/Proposed Change*

This course parallels the Flammable Liquids and Gases course offered by the California Fire Service Training and Education System (CFSTES). It is the ~~third~~ ~~course~~ ~~in the series of Fire Prevention courses that~~ and focuses on the storage, handling, and transportation of, as well as the special hazards associated with, flammable and combustible liquids and gases, ~~in such areas as bulk storage and handling and transportation of flammable liquids and gases.~~ This course meets National Fire Protection Association 1031, Fire Inspector Professional Qualifications Standards, and applies to Fire Prevention Officer I certification requirements established by the California State Board of Fire Services.

7. Fire and Emergency Technology 111A – Fire Prevention 2A

*Current Status/Proposed Change*

This course parallels the Fire Protection Systems and Building Components course offered by the California Fire Service Training and Education System (CFSTES). It is the fourth course in the series of fire prevention courses that provide the participants with the most up-to-date information and focuses on laws and regulations pertaining to fire protection systems, description, installations, and problems relating to fire protection. Topics of discussion include: smoke, heat, and fire detectors, fire alarm equipment, building components, assemblies and devices, fire doors, and basic hydraulic calculations for sprinkler fire extinguishing systems. This course applies to Fire Prevention Officer II certification requirements established by the California State Board of Fire Services.

8. Fire and Emergency Technology 111B – Fire Prevention 2B

*Current Status/Proposed Change*

This course parallels the Interpreting the California Administrative Code of Regulations (CCR), Titles 19 and 24 course offered by the California Fire Service Training and Education System (CFSTES). It is the fifth course in the series of fire prevention courses that and provides the participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24. Topics of discussion include types of construction, construction methods and materials, interior finishes, roof coverings, and occupancy. This course applies to Fire Prevention Officer II certification requirements established by the California State Board of Fire Services.

9. Fire and Emergency Technology 111C – Fire Prevention 2C

*Current Status/Proposed Change*

This course parallels the Special Hazard Occupancies course offered by the California Fire Service Training and Education System (CFSTES). It is the sixth course in the series of fire prevention courses that and introduces the participants to some of the more unique or unusual fire prevention challenges. Topics of discussion include: the role of regulatory agencies, high hazard industrial processes, special fire suppression systems, and ovens, cleaning and finishing processes, welding, refrigeration systems, medical gases, and fireworks industrial fire inspections. This course applies to Fire Prevention Officer II certification requirements established by the California State Board of Fire Services.

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

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**A. FIELD TRIPS**

It is recommended that the Board approve the following student field trips for the Puente Program. The purposes of the trips are to provide cultural enrichment, Transfer Center Conference and university experience for El Camino College students.

April 23, 2005 – Sabra Sabio and Peter Marcoux – University of California at Los Angeles, Los Angeles, California. Estimated students 40. Depart 7:30am; return 4:30pm. Transportation by bus.

May 13, 2005 – Dr. Terry Spearman and Sabra Sabio – The Getty Center, Los Angeles, California. Estimated students 40. Depart 8:30am; return 4:00pm. Transportation by bus.

**B. STUDENT CONFERENCE**

It is recommended that the Board approve attendance of the following students at the California Student Association of Community Colleges 2005 Spring Legislative Conference, LAX Marriott Hotel, Los Angeles, California, April 29 through May 1, 2005. Expenses in the amount of \$9,000 to be paid from the Student Development Conference Account and the Student Representation Fee account. Harold Tyler, Advisor.

Megan Menjou, Veronica Sigal, Alanna Rhodes, Ana Banuelos, Wala Budri Melissa Smith, Nebila Abdulmelik, Jana Lampkins, Robin Daniels, Paola Garcia Kelvin Lee, Justin Bagnall, Jauhar Shuaib, Hooman Nouri, Bryce Matson  
Philip Gomez, John Villasenor, Ahn Tran, Jody Holbert.  
Alternates: Mabel Acosta and Bill Wilson

**C. STUDENT PERFORMANCE**

It is recommended that the Board approve attendance of the following students to perform at Carnegie Hall, New York City, New York, May 26-30, 2005. Expenses will be paid by each participant with support from fund raising activities and Auxiliary Services account not to exceed \$3,600. Dr. Joanna Nacheff, Director, Soyun Kang, Instructor. Staff: Marcia Armstrong and Kenner Bailey:

Kellen Abreu, Anell Agee, Moises Aglipay, Stefanie Allison, Myra Awad, Marilyn Bayer, Bonnie Berryhill, Jessica Bhardwaj, Seonhee Choi, Tamika Cortez, Francine Davey, Claudia Diaz, Sue Fisher, Vida Floyd, Bonnie Frazee, Agnes Garcia, Toni Garcia, Janice Greer, Sheri Horvat, Sunhee Huh, Rita Hull, Glenn Johnson, Guadalupe Johnson, Fred Kim, Annelizabeth Kim-Williams, DeForest Kirkwood, Kathleen Knoblock, Laura Krothapalli, Candace Lee, Hsin Jer Lee, Matthew Lofton, Colleen Megera, Joan McKenzie, Brenda Parra, Irma Reinboth, Trameka Richardson, Abel Rios, Silverio Rojas, Rodney Rose, Ashley Stanbury, Hillary Thompson, Nana Tsubota, Kimberly Williams, Sharleen Winchell, Christina Wingo, Ashley Wright, Bo Yoo

**D. SUMMER ATHLETIC PROGRAMS**

It is recommended that the Board approve the following summer athletic programs sponsored by the Health, Sciences and Athletics Division:

1. 2005 Summer Youth Softball Camp scheduled June 20 through 24, 2005. The program has been in existence since summer 1992. The 2005 Summer Youth Softball Camp will be staffed by Randi Berg, Camp Coach and various Athletic Aides who will be employed as Casuals and Student employees.
2. 2005 Summer Youth Baseball Camp scheduled June 20 through August 8, 2005 for a total of six sessions. The Youth Baseball Camp Program includes individual instruction, individual fundamentals of baseball, etc. The camp will be staffed by Camp Director Shane Schumaker and various Summer Camp Coaches employed as Casuals and Athletic Assistance.
3. 2005 Summer Youth Soccer Camp scheduled August 15 through 26, 2005 for a total of two sessions. Mary Jo Soffel, Camp Coach, and Camp Directors John Britton and Eddie Barragan will staff the Summer Youth Soccer Camp.
4. 2005 Summer Men's High School Basketball League scheduled June 13 through July 25, 2005. This is the first year for this summer league. High schools in our local and contiguous district participate. The Summer Men's High School Basketball League provides an excellent recruiting resource as well as an opportunity for high school basketball students to improve their skills. Mike Fenison and Barry Levy as Head Coaches and others who will be hired as Casuals will staff the Summer Men's High School Basketball League.
5. 2005 Summer Football Passing League scheduled June 22 through July 27, 2005 for a total of six sessions. Camp Director Kevin Duncan and Gene Engle will staff the Summer Football Passing League. The Passing League consists of two contests for each school each week.
6. 2005 Summer Youth Swim Program scheduled June 13 through July 8, 2005 for a total of two sessions. Corey Stanbury, Director, Carolyn Biedler, staff, along with various Assistant Coaches who will be employed as Casuals will staff the Summer Youth Swim Program.

**E. COMMUNITY EDUCATION – SPRING 2005**

It is recommended that the Board approve the change in name of the instructor for the following Community Education Courses for Spring 2005:

<u>Name of Courses</u>	<u>Name of Instructor</u>	
Spanish Intermediate 1	<del>Celina Shimko</del>	Jerry de los Rios
Spanish Intermediate 2	<del>Celina Shimko</del>	Jerry de los Rios

Instructor to be paid as follows: 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.

**F. EOP&S/CalWORKS/CARE RECOGNITION BANQUET**

It is recommended that the Board approve the EOP&S/CalWORKS/CARE Recognition Banquet for approximately 300 students scheduled May 27, 2005 at the Torrance Hilton Hotel, Torrance, California. The purpose of the Banquet is to recognize students from EOP&S/CalWORKS and CARE who have earned a 3.0 or higher GPA, transferring, graduating, scholarship recipients and also students who are completing the CARE requirements. Expenses in the amount of \$16,960 to be paid from the EOP&S funds. Dawn Reid and Jeanette Magee – Directors.

**G. GRANT - ACCEPTANCE**

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

County of Los Angeles Department of Public Social Services. Augmentation – Careers in Child Care Training Program (Amendment #3). The amount of \$11,783.53 has been augmented to the total of \$117,835.31 for the Careers in Child Care Training Program year five.

Amount of Grant Funding from Granting Agency	\$11,783.53
Amount of College Match (cash)	\$ -0-
Total Amount of Grant	\$11,783.53
Performance Period: October 1, 2004 through June 30, 2005	

**H. INTERNATIONAL TRAVELS**

It is recommended that the Board approve the following international travels for recruitment for Leonid Rachman:

American Educational Opportunities – September 16 through October 3, 2005, Southeast Asia tour. Expenses in the amount of \$15,500 to be paid from the International Students Travel Conference Account.

Institute of International Education Fall 2005 Fair – November 1 through 5, 2005, Tokyo, Japan. Expenses in the amount of \$4,000 to be paid from the International Students Travel Conference Account.

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**Agenda for the El Camino Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Alex F. Kelley, Vice President**

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**Page No.**

A. Purchase Orders ..... 1

**A. PURCHASE ORDERS**

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

Run Date  
4/4/2005

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

Meeting Date: 4-18-2005

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0071854	Boise Cascade	Title V ECC/SMC Acti	New Equipment – Noninstruc.	\$456.81
P0072016	Fisher Scientific Education Mater	Life Sciences	Instructional Supplies	\$91.24
P0072094	Center for Education & Employ. La	Counseling Office	Publications/ Periodicals	\$119.56
P0072097	LRP Publications	Counseling Office	Publications/ Periodicals	\$31.21
P0072098	LRP Publications	Counseling Office	Publications/ Periodicals	\$101.31
P0072162	Byte Brothers, Inc.	Technical Services	Repairs Parts And Supplies	\$394.40
P0072164	Roger's Systems Specialist	Technical Services	Repairs Parts And Supplies	\$626.52
P0072173	Western Highway Products, Inc.	Facilities/Planning	Repairs Noninstructional	\$457.72
P0072174	Pacific Parking Systems, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$2,185.00
P0072185	Seton Nameplate Co.	Facilities/Planning	Repairs Noninstructional	\$230.63
P0072192	Mass Press	VTEA Title II Tech	Non-Instructional Supplies	\$61.70
P0072193	Johnson Company	Health, Safety	Non-Instructional Supplies	\$207.81
P0072199	Dell Marketing L. P.	CalWORKs	Non-Instructional Supplies	\$145.16
P0072242	Scantron Corporation	Information Technolo	Non-Instructional Supplies	\$619.41
P0072245	Grainger	Technical Services	Repairs Parts And Supplies	\$911.72
P0072250	CCS Presentation Systems, Inc.	Information Technolo	New Computer Equipmnt-Ins	\$4,490.21
P0072257	Eukya	Fine Arts	New Equipment – Instruc.	\$351.81
P0072261	Mass Press	Center for Internati	Non-Instructional Supplies	\$34.64
P0072262	Culver Newlin Inc.	V.P. Academic Affairs	New Equipment – Noninstruc.	\$233.82
P0072263	Mass Press	Information Technolo	Non-Instructional Supplies	\$34.64
P0072277	Ronald S. & Betty M. Pole	00-01 P4E Inglewood	Moving	\$4,600.00
P0072278	Airgas	HSA	New Equipment – Instruc.	\$144.68
P0072279	Rockwell Medical Supply	HSA	New Equipment – Instruc.	\$376.72
P0072280	Armstrong Medical Industries	HSA	New Equipment – Instruc.	\$96.36
P0072281	WALLCUR INC	HSA	New Equipment – Instruc.	\$902.77
P0072282	Coursey Enterprises, Inc.	HSA	New Equipment – Instruc.	\$3,303.28
P0072283	David L. Robinson	Fine Arts	Fundraising	\$800.00
P0072284	David Stanton	Fine Arts	Non-Instructional Supplies	\$100.00
P0072285	Edith Abeyta	Fine Arts	Non-Instructional Supplies	\$200.00
P0072286	Kat Skraba	Fine Arts	Non-Instructional Supplies	\$300.00
P0072287	The Print Network	Women in Ind. & Tech	Printing	\$121.78
P0072288	Crenshaw Lumber	Construction Technol	Instructional Supplies	\$116.65

April 18, 2005

Administrative Services - 1

P0072289	Sunen	Ref & Lane Tech	New Equipment – Instruc.	\$3,943.47
P0072290	Robinhood Enterprises	Health Sciences	Fundraising	\$1,580.66
P0072291	Robinhood Enterprises	Health Sciences	Fundraising	\$470.89
P0072292	U.S. Department of Commerce	ECLA 04-05 new locat	Conferences Mgmt	\$375.00
P0072293	Paper Solutions	Information Technolo	Non-Instructional Supplies	\$271.15
P0072294	NCHC Radford University	Honors Program	Dues And Memberships	\$500.00
P0072295	Sears Roebuck & Company	Manufacturing Techno	Instructional Supplies	\$230.61
P0072296	Shop Floor Automations	Machine Tool Technol	Maintenance Contracts	\$91.19
P0072297	Tristate Camera	I&T	New Equipment – Instruc.	\$997.83
P0072298	Firefighter's Safety Center	Fire Tech Donations	Instructional Supplies	\$5,317.60
P0072299	BRD Security Products, Inc.	P4E Inglewood Fire	Instructional Supplies	\$1,300.69
P0072300	CFTDA	Fire Academy/Emergen	Dues And Memberships	\$25.00
P0072301	Bergwall Productions, Inc.	I&T Auto Tech Donati	Instructional Supplies	\$199.00
P0072302	California Community College Leag	VP-SCA	Non-Instructional Supplies	\$16.00
P0072303	Mass Press	ECLA 04-05 new locat	Printing	\$34.64
P0072304	Harris Infosource	Instructional Service	Library Books	\$203.88
P0072305	The Teaching Company	Film Rental	Instructional Supplies	\$268.04
P0072306	The Annenberg/Cpb Multimedia Coll	Film Rental	Instructional Supplies	\$266.06
P0072307	Ambrose Video Publishing	Film Rental	Instructional Supplies	\$112.17
P0072308	American Industrial Supply, Inc.	Plumbing Shop	Non-Instructional Supplies	\$410.36
P0072309	Zeitgesit Flims Ltd.	Film Rental	Instructional Supplies	\$217.09
P0072310	A-1 Office Plus	Information Technolo	Non-Instructional Supplies	\$15.11
P0072311	Correctional Education Assoc.	WPLRC Skills Enhance	Dues And Memberships	\$90.00
P0072312	Department of Social Services	CDC	Other Services And Expense	\$600.00
P0072313	Discount School Supply	CCAccessMeansParent	Instructional Supplies	\$888.90
P0072314	Origin Instruments Corporation	SRC High Tech Donati	New Equipment – Instruc.	\$1,448.12
P0072315	Total Baseball West Coast Baseball	Health Sciences	Fundraising	\$2,602.35
P0072316	California Pro Sports	Health Sciences	Fundraising	\$2,162.70
P0072317	Sonshine Print Shop	Student Affairs	Non-Instructional Supplies	\$1,179.93
P0072318	American Express Travel	Student Affairs	ASB Exp.	\$725.50
P0072319	American Express Travel	Student Affairs	Conferences Mgmt	\$145.10
P0072320	Otto Bindery	Copy Center	Printing	\$2,662.95
P0072321	Marian D. Tell	Fine Arts	Non-Instructional Supplies	\$700.00
P0072322	Lisa M. Walker	Fine Arts	Non-Instructional Supplies	\$700.00
P0072323	Bruce Tell	Fine Arts	Non-Instructional Supplies	\$200.00
P0072324	Bozena Morton	Univ- Silesia, Cieszy	Non-Instructional Supplies	\$331.18
P0072325	Lexis Nexis Matthew Bender	Legal Assistance	Dues And Memberships	\$107.00
P0072327	Susanna Meiers	Fine Arts	Non-Instructional Supplies	\$209.59
P0072328	Sonshine Print Shop	Copy Center	Printing	\$4,787.90
P0072329	LRP Publications	Counseling Office	Publications/ Periodicals	\$35.25
P0072330	Pacific Coachways	Recruitment/School	Transportation	\$764.00
P0072331	Pacific Coachways	Recruitment/School	Transportation	\$572.00
P0072332	Patricia K. Yanaga	Counseling Office	Non-Instructional Supplies	\$60.91
P0072333	Enterprise Rent-A-Car	Counseling Office	Non-Instructional Supplies	\$119.98

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Administrative Services - 2

P0072334	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$874.79
P0072335	Kristal L. Walker	Ctr for Arts Product	Center For The Arts Techn	\$150.00
P0072337	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$410.84
P0072338	Academy Flooring Systems	Replace / Repair Flo	Site Improvements	\$8,680.70
P0072339	Donald I. Brown	Music	Instructional Supplies	\$400.47
P0072340	Dr. T. James Noyes	V.P. Academic Affairs	Contract Services	\$1,000.00
P0072341	Alpha Gamma Sigma	Student Affairs	A/P Manually Generated	\$1,690.00
P0072342	Bozena Morton	Center for Internati	Transportation/ Mileage	\$165.90
P0072343	Sidedoor Studio, The	Women in Ind. & Tech	Printing	\$2,764.41
P0072344	Pacific Coast Office Products	MESA Program	New Equipment – Noninstruc.	\$146.18
P0072345	Emlight Design	Ctr for Arts Product	Repairs Parts And Supplies	\$567.50
P0072346	Western Graphics	Title V ECC/SMC Acti	Non-Instructional Supplies	\$436.35
P0072347	N. Glantz & Son	Public Information	Non-Instructional Supplies	\$249.56
P0072348	Holy Shirt	MESA Program	Non-Instructional Supplies	\$1,582.56
P0072349	Grainger	DSPS	Instructional Supplies	\$69.71
P0072350	Digital Sports Video	Physical Education	New Equipment – Instruc.	\$16,620.66
P0072351	Coast Kites	Fine Arts	New Equipment – Instruc.	\$2,518.10
P0072352	American Express Travel	Public Information	Conferences Mgmt	\$200.00
P0072353	Capitol Enquiry	Public Information	Non-Instructional Supplies	\$40.81
P0072354	Capitol Advantage	Public Information	Non-Instructional Supplies	\$33.90
P0072355	Ronald S. & Betty M. Pole	00-01 P4E Inglewood	Rents/ Leases And Repairs	\$9,870.00
P0072356	Overseas Courier Service	International Student	Non-Instructional Supplies	\$45.00
P0072357	Teresa A. Newman	Contract Education	Dues And Memberships	\$49.94
P0072358	Sims Welding Supply	Automotive Collision	Instructional Supplies	\$669.20
P0072359	Chief Automotive Systems	Automotive Collision	Publications Periodicals	\$509.00
P0072360	American Express Travel	Univ- Silesia, Cieszy	Travel And Conference Exp	\$5,852.30
P0072361	Office Max A Boise Company	Human Resources	Other Services And Expense	\$208.92
P0072362	Time Clock Sales and Service	Human Resources	Other Services And Expense	\$153.07
P0072363	American Bar Association	Legal Assistance	Dues And Memberships	\$700.00
P0072364	James Publishing	Division Office Busi	Publications Periodicals	\$47.98
P0072365	Goodson	Ref & Lane Tech	Instructional Supplies	\$4,560.41
P0072366	Los Angeles Times	Public Information	Multi Media Advertising	\$34,850.68
P0072368	CFTDA	Fire Academy/Emergen	Dues And Memberships	\$50.00
P0072369	Academy of Criminal Justice Scien	Administrative Of Ju	Dues And Memberships	\$85.00
P0072370	Law Enforcement News	Administrative Of Ju	Publications Periodicals	\$52.00
P0072371	American Association of Woodturne	Construction Technol	Dues And Memberships	\$65.00
P0072372	American Woodworker	Construction Technol	Publications Periodicals	\$19.98
P0072373	Thomas Paton & Assoc.	Machine Tool Technol	Instructional Supplies	\$25,380.50
P0072374	David J. Murphy	Accounting	Instructional Supplies	\$108.14
P0072375	Office Max A Boise Company	Warehouse	Inventories, Stores, Prep	\$5,775.36
P0072376	Dell Marketing L. P.	Business	New Equipment – Instruc.	\$11,491.23
P0072377	Leila Mozaffari	SBDC COCCC	Conferences Mgmt	\$60.00
P0072379	Ceeco	Information Technolo	Non-Instructional Supplies	\$195.43
P0072380	NCS Pearson, Inc.	Information Technolo	Non-Instructional Supplies	\$1,789.37

P0072381	Boise Cascade	Information Technolo	Non-Instructional Supplies	\$462.77
P0072382	A-1 Office Plus	Information Technolo	Non-Instructional Supplies	\$860.59
P0072384	Dell Marketing L. P.	Information Technolo	New Computer Equipmnt-Ins	\$7,685.20
P0072385	Xpedx Paper & Graphics	EOPS	Non-Instructional Supplies	\$384.50
P0072386	Mass Press	EOPS	Non-Instructional Supplies	\$207.84
P0072387	Boise-Cascade Office Supply Div.	EOPS	Non-Instructional Supplies	\$49.48
P0072388	CACCRAO Admissions & Records	Admissions/Records	Conferences Mgmt	\$20.00
P0072389	Premier Security, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$10,037.40
P0072391	Digital Printing Systems	Parking-Student Perm	Non-Instructional Supplies	\$429.70
P0072392	O'Neil Printer Supplies	Parking-Student Perm	Non-Instructional Supplies	\$3,347.50
P0072393	Life Assist Inc.	Parking-Student Perm	Non-Instructional Supplies	\$289.14
P0072394	Dell Marketing L. P.	Division Office Inst	New Equipment – Instruc.	\$3,760.87
P0072395	Fisher Scientific	Life Sciences	Instructional Supplies	\$1,073.08
P0072396	Keiser Corporation	Wellness Center	Instructional Supplies	\$200.00
P0072397	Awards Plus	Student Affairs	ASB Exp.	\$189.44
P0072398	Virco Manufacturing Corp.	Student Affairs	ASB Exp.	\$1,533.71
P0072399	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$672.98
P0072400	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$2,319.34
P0072401	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$2,506.23
P0072402	Dell Marketing L. P.	Title V ECC/SMC Mgmt	Non Inst Comp Eq less tha	\$3,318.74
P0072404	Card Integrators	Student Affairs	Non-Instructional Supplies	\$55.06
P0072405	Konica Minolta Business Solutions	Job Placement	Non-Instructional Supplies	\$247.00
P0072406	Alison Graff	Fine Arts	Non-Instructional Supplies	\$250.00
P0072407	Roger A. Quadhamer	Fine Arts	Non-Instructional Supplies	\$250.00
P0072409	Phyllis S. Fowler	Fine Arts	Non-Instructional Supplies	\$200.00
P0072410	Pacific Coachways	Fine Arts	Non-Instructional Supplies	\$568.84
P0072411	Educational Resources	Division Office Fine	Non-Instructional Supplies	\$59.13
P0072412	Solomon Namala	V.P. Academic Affairs	Contract Services	\$350.63
P0072413	Stuart Cooper	Information Technolo	Non-Instructional Supplies	\$883.68
P0072414	Leslie W. Woodson	Fine Arts	Non-Instructional Supplies	\$100.00
P0072415	Patricia D. Mack	Fine Arts	Non-Instructional Supplies	\$75.00
P0072416	Amy L. Wolff	Fine Arts	Non-Instructional Supplies	\$75.00
P0072417	Sandra J. Nitchman	Fine Arts	Non-Instructional Supplies	\$125.00
P0072418	Deborah B. Minnichelli	Fine Arts	Non-Instructional Supplies	\$200.00
P0072419	Full Compass	Fine Arts	New Equipment – Instruc.	\$2,135.09
P0072420	Academic Superstore PO Processing	Fine Arts	New Equipment – Instruc.	\$325.31
P0072421	B & H Photo-Video	Fine Arts	New Equipment – Instruc.	\$3,221.08
P0072423	Mel Pierce Camera	Division Office Fine	Non-Instructional Supplies	\$915.46
P0072424	Stephanie Rodriguez	VATEA Administration	Non-Instructional Supplies	\$19.39
P0072425	National Promotions & Advertising	Public Information	Multi Media Advertising	\$36,026.00
P0072426	National Promotions & Advertising	Public Information	Printing	\$9,261.00
P0072427	Diversity World	SRC Donations	Instructional Supplies	\$172.32
P0072428	California Community Colleges Boa	Transfer Center	Conferences Mgmt	\$150.00
P0072429	S & B Food Services Catering Serv	CalWORKs	Non-Instructional Supplies	\$59.32

P0072430	American Express Travel	Specialty Beverage	Transportation/ Mileage	\$341.96
P0072431	American Express Travel	Specialty Beverage	Transportation/ Mileage	\$294.38
P0072432	American Industrial Supply, Inc.	Operations	Non-Instructional Supplies	\$1,318.64
P0072433	Champion Chemical Company	Operations	Non-Instructional Supplies	\$238.15
P0072434	Blue Point Books	VATEA Administration	Non-Instructional Supplies	\$632.38
P0072435	Ysamur Flores-Pena	V.P. Academic Affairs	Contract Services	\$75.00
P0072436	S & B Food Services Catering Serv	VATEA Administration	Non-Instructional Supplies	\$109.69
P0072437	Dell Marketing L. P.	Community Advancement	Instr.CompEquip	\$3,842.84
P0072438	Maximus	Warehouse	Inventories, Stores, Prep	\$162.38
P0072439	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,841.56
P0072441	Barret Robinson Inc.	Improve Campus Appear	Group II Equipment	\$14,680.00
P0072442	Teana L. Lefort	Fine Arts	Non-Instructional Supplies	\$200.00
P0072443	S & B Food Services Catering Serv	EOPS	Bus Passes and Food Vouch	\$352.00
P0072444	L.A.C.M.T.A.	EOPS	Bus Passes and Food Vouch	\$352.00
P0072445	Nextel Communications Gil Dherning	Ctr for Arts Instr/A	Contract Services	\$663.74
P0072446	Arbor Travel Associates, Inc.	Division Office Huma	Conferences Faculty	\$2,321.60
P0072447	See's Candies	Student Affairs	A/P Manually Generated	\$1,620.00
P0072448	Quami Adams	Fine Arts	Non-Instructional Supplies	\$400.00
P0072449	Kimberly Wilkinson	Fine Arts	Non-Instructional Supplies	\$350.00
P0072451	Miriam J. Alario	Fine Arts	Non-Instructional Supplies	\$500.00
P0072452	Charles F. Turner	Fine Arts	Non-Instructional Supplies	\$300.00
P0072453	Kwenu Brooks	RITC 10/1/04 - 9/30	Contract Services	\$150.00
P0072454	Alyaa Bradac	Fine Arts	Non-Instructional Supplies	\$300.00
P0072455	Alysa M. Vanderzanden	Fine Arts	Non-Instructional Supplies	\$150.00
P0072456	Delphin Computer Supply	Title V ECC/SMC Acti	New Equipment – Noninstruc.	\$226.24
P0072457	Domain Registry of America	ECLA 04-05 new locat	Multi Media Advertising	\$75.00
P0072458	Intelcom	Instructional Televi	Other Services And Expense	\$27,920.73
P0072459	Intelcom	Instructional Televi	Other Services And Expense	\$1,496.00
P0072460	Films for the Humanities	Film Rental	Instructional Supplies	\$151.07
P0072461	California Newsreel	Film Rental	Instructional Supplies	\$329.34
P0072462	Madison-Deane Initivave	Film Rental	Instructional Supplies	\$259.95
P0072463	Pbs Home Video Cat. Mail Order	Film Rental	Instructional Supplies	\$60.05
P0072464	Berkeley Media Llc Film Center	Film Rental	Instructional Supplies	\$331.34
P0072465	Fanlight Productions	Film Rental	Instructional Supplies	\$527.43
P0072466	Study in the Usa	ECLA 04-05 new locat	Multi Media Advertising	\$4,500.00
P0072467	Woodlake Technologies	Administration	New Computer Equipment-No	\$2,835.42
P0072468	Delphin Computer Supply	Administration	New Computer Equipment-No	\$121.24
P0072469	Words +	Administration	Software	\$1,540.09
P0072471	Kurzweil Educational	Administration	Software	\$1,628.34
P0072473	Freedom Scientific	Administration	New Computer Equipment-No	\$1,393.34
P0072476	Smartsoft Software	International Educat	Non-Instructional Supplies	\$719.10
P0072477	Infinity Broadcasting-KROQ-FM	Public Information	Radio Advertising	\$19,600.00
P0072478	Ryugaku Journal, Inc.	International Student	Conferences Mgmt	\$2,712.00
P0072479	National Promotions & Advertising	Public Information	Printing	\$3,800.00

April 18, 2005

Administrative Services - 5

P0072480	El Segundo Chamber of Commerce	Public Information	Dues And Memberships	\$80.00
P0072481	Beck's Inc.	Grounds	Non-Instructional Supplies	\$243.56
P0072482	Pump Man	Facilities/Planning	Repairs Noninstructional	\$693.00
P0072483	A-1 Office Plus	WPLRC State Leadersh	New Equipment – Noninstruc.	\$332.00
P0072484	Dell Marketing L. P.	Student Affairs	ASB Exp.	\$5,286.98
P0072485	Trans Lectric	Facilities/Planning	Repairs Noninstructional	\$1,072.23
P0072486	Superco Specialty Products	Electric Shop	Non-Instructional Supplies	\$155.73
P0072487	Labelmaster	Job Development Ince	Other Books	\$218.64
P0072488	Kirst Pump & Machine Works	Facilities/Planning/	Repairs Noninstructional	\$841.48
P0072489	Academy Flooring Systems	Replace / Repair Flo	Repairs Noninstructional	\$2,838.50
P0072490	Kone Inc.	Facilities/Planning/	Repairs Noninstructional	\$3,986.00
P0072491	Boise Cascade	Facilities/Planning/	Non-Instructional Supplies	\$132.48
P0072492	Elizabeth Garcia	Purchasing and Busin	Benefits And Claims Paid	\$771.37
P0072493	California Student Aid Commission	Prior Year-State Pro	Cal Grants	\$2,325.00
P0072494	Dreammaker Publishing	Financial Aid	Non-Instructional Supplies	\$160.75
P0072495	Joe Castellon	Air Conditioning	Instructional Supplies	\$368.05
P0072496	Samuel French, Inc.	Fine Arts	Non-Instructional Supplies	\$154.34
P0072497	Pacific Coachways	Fine Arts	Non-Instructional Supplies	\$568.84
P0072498	A-1 Office Plus	Administration	New Computer Equipment-No	\$211.09
P0072500	Ann M. Garten	Public Information	Conferences Mgmt	\$15.00
P0072501	NCS Pearson, Inc.	Information Technolo	Maintenance Contracts	\$1,236.00
P0072502	Computerland of Silicon Valley	Information Technolo	Maintenance Contracts	\$49,147.19
P0072504	Paper Solutions	Information Technolo	Non-Instructional Supplies	\$1,817.14
P0072505	Doubletree Hotel	Division Office Huma	Conferences Faculty	\$3,863.22
P0072506	Fred's Carpets Plus	Health Sciences and	Fundraising	\$434.12
P0072507	California Pro Sports	Health Sciences and	Fundraising	\$1,010.62
P0072508	Boise Cascade	Business	New Equipment – Instruc.	\$1,294.98
P0072509	Delphin Computer Supply	Business	New Equipment – Instruc.	\$1,697.36
P0072511	Charles F. Turner	Fine Arts	Non-Instructional Supplies	\$500.00
P0072512	Mass Press	Financial Aid	Non-Instructional Supplies	\$34.64
P0072513	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$71.78
P0072514	Qualitone Industries, Inc.	Audio/Visual	Instructional Supplies	\$837.00
P0072515	The Tape Company	Audio/Visual	Instructional Supplies	\$841.11
P0072516	West Coast Copy	EOPS	Student Survival Kits	\$4,946.17
P0072517	CCS Presentation Systems, Inc.	00-01 P4E CISCO ACAD	Instr.CompEquip I	\$762.49
P0072518	CCS Presentation Systems, Inc.	Business	New Equipment - Instructi	\$20,618.10
P0072519	PTM Document Systems	VP-SCA	New Computer Equipment-No	\$5,540.78
P0072520	Coast Community College Dist	Presidents Office	Conferences Mgmt	\$35.00
P0072521	Higher Education Publications, In	Admissions/Records	Non-Instructional Supplies	\$77.94
P0072522	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$268.37
P0072523	Norwalk Power Equipment Co.	Facilities/Planning/	Repairs Noninstructional	\$372.61
P0072524	Ricardo Soto	Fine Arts	Non-Instructional Supplies	\$500.00
P0072525	Pump Man	Facilities/Planning/	Repairs Noninstructional	\$16,545.00
P0072526	Aawcc Conference Coast Community	Admissions/Records	Conferences Mgmt	\$45.00

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P0072527	The Residence Inn by Marriott	Health Sciences	Fundraising	\$364.10
P0072528	The Residence Inn by Marriott	Health Sciences	Non-Instructional Supplies	\$913.00
P0072529	Gradshirts	MESA Program	Non-Instructional Supplies	\$331.25
P0072530	Highsmith Company Inc.	Division Office Inst	Instructional Supplies	\$344.67
P0072531	Ultramax Ammunition	Parking-Student Perm	Non-Instructional Supplies	\$857.34
P0072532	Marvie Blair	EOPS	Student Survival Kits	\$4,150.31
P0072533	CACCRAO	Admissions/Records	Conferences Mgmt	\$195.00
P0072534	ACCCA	Staff Development	Conferences Mgmt	\$900.00
P0072535	David L. Miller	Operations	Telephone	\$479.98
P0072536	Porter Boiler Service	Facilities/Planning/	Repairs Noninstructional	\$7,911.00
P0072537	Torrance Chamber of Commerce	Title V Activity II	Conferences Mgmt	\$37.00
P0072538	Pacific Coachways	Recruitment/School	Transportation	\$4,245.00
P0072539	Highsmith Company Inc.	Financial Aid	Non-Instructional Supplies	\$150.70
P0072540	KHL Engineered Packaging Solution	Copy Center	Instructional Supplies	\$740.54
P0072541	Lexis Nexis Matthew Bender	Legal Assistance	Dues And Memberships	\$2,461.00
P0072542	AMI Electrical & Telecom, Inc.	Information Technolo	Non-Instructional Supplies	\$1,120.00
P0072543	Techsmith	Information Technolo	Non-Instructional Supplies	\$924.25
P0072544	Larisa Brener	Community Advancement	Transportation/ Mileage	\$333.40
P0072545	Derek E. Poepoe	Ctr for Arts Promo	Other Services And Expense	\$308.76
P0072546	CCS Presentation Systems, Inc.	WPLRC State Leaders	New Equipment – Instruc.	\$2,080.41
P0072547	S & B Food Services Catering Serv	Women in Ind. & Tech	Non-Instructional Supplies	\$941.94
P0072548	Stephanie Rodriguez	VATEA Administration	Non-Instructional Supplies	\$21.64
P0072549	Logisoft	VATEA Administration	Non-Instructional Supplies	\$442.45
P0072550	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$53.97
P0072551	Lakeshore Learning Materials	CDC Donations	Non-Instructional Supplies	\$465.19
P0072552	OCLC Western	Music	Instructional Supplies	\$2,218.00
P0072553	Communications Arts	Division Office Fine	Instructional Supplies	\$53.00
P0072554	X-Ray Magazine	Division Office Fine	Instructional Supplies	\$47.76
P0072555	Marwan Mograbi	Fine Arts Dntn-Dance	Contract Services	\$150.00
P0072556	Candice Gawne	Fine Arts	Fundraising	\$250.00
P0072557	Candice Gawne	Fine Arts	Non-Instructional Supplies	\$1,200.00
P0072558	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$283.00
P0072559	Ports O' Call Restaurant	Technology & Diversi	Contract Services	\$1,193.50
P0072560	Barbara A. Perez	Technology & Diversi	Contract Services	\$400.00
P0072561	Kater-Crafts Bookbinders	Presidents Office	Bookbinding	\$587.26
P0072562	Rose Brand	Fine Arts	Non-Instructional Supplies	\$122.88
P0072563	Southland Lumber	Fine Arts	Non-Instructional Supplies	\$49.80
P0072564	Xpedx Paper & Graphics	Copy Center	Non-Instructional Supplies	\$3,943.47
P0072567	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$17,497.53
P0072569	California Space Authority	Community Advancement	Conferences Mgmt	\$50.00
P0072570	Torrance Chamber of Commerce	Community Advancement	Conferences Mgmt	\$30.00
P0072571	Quark Distr. Inc.	Public Information	Non-Instructional Supplies	\$21.33
P0072572	Borden Decal Co., Inc.	Parking-Student Perm	Non-Instructional Supplies	\$3,854.10
P0072573	El Camino College Foundation	Public Information	Conferences Mgmt	\$55.00

P0072575	Gutenberg & Digital Outlook	Public Information	Conferences Mgmt	\$180.00
P0072577	A-1 Office Plus	EOPS	New Equipment – Noninstruc.	\$315.01
P0072578	Mcmaster Carr	Physics	Instructional Supplies	\$69.00
P0072579	Bradleys Plastic Bag Company	Life Sciences	Instructional Supplies	\$427.10
P0072582	Lakeshore Learning Materials	CDC Pre K grant	Instructional Supplies	\$645.93
P0072583	Gutenberg & Digital Outlook	Public Information	Conferences Mgmt	\$450.00
P0072584	Larisa Brener	Community Advancement	Transportation/ Mileage	\$882.75
P0072585	Xpedx	Copy Center	Non-Instructional Supplies	\$2,035.43
P0072586	The Printers Shopper, LLC	Copy Center	Non-Instructional Supplies	\$61.91
P0072587	Kelly Paper Company	Copy Center	Non-Instructional Supplies	\$164.97
P0072588	Inx International Ink Co.	Copy Center	Non-Instructional Supplies	\$308.89
P0072589	A. B. Dick Company	Copy Center	Non-Instructional Supplies	\$1,250.65
P0072590	Programmer's Paradise Catalog	TTIP Total Cost	Software	\$366.94
P0072591	Blackbaud, Inc.	TTIP Total Cost	Software	\$1,600.00
P0072596	PC Mall Gov Inc.	Division Office Huma	Instructional Supplies	\$1,587.76
P0072598	Delphin Computer Supply	Division Office Huma	Instructional Supplies	\$437.21
P0072599	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$3,299.48
P0072600	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$715.74
P0072601	Computerland of Silicon Valley	Administration	Software	\$97.02
P0072602	Scantron Corporation	Information Technolo	Non-Instructional Supplies	\$2,137.59
P0072603	AMI Electrical & Telecom, Inc.	TTIP Total Cost	Contract Services	\$9,210.00
P0072604	Crucial Technology	Information Technolo	Instructional Supplies	\$1,126.45
P0072605	Spitz Space Systems, Inc.	Institutional Service	Repairs Noninstructional	\$3,468.00
P0072606	America's Trophy Company	Humanities	Non-Instructional Supplies	\$200.00
P0072610	Unisource	Copy Center	Instructional Supplies	\$527.52
P0072612	Computerland of Silicon Valley	Learning Center	Instructional Supplies	\$1,193.59
P0072613	Mcm Electronics Parts	Learning Center	Instructional Supplies	\$98.68
P0072614	Brodart Co	Division Office Inst	Instructional Supplies	\$187.17
P0072615	Ebatts.Com	Student Affairs	Non-Instructional Supplies	\$64.90
P0072616	Vantage Lighting	Audio/Visual	Instructional Supplies	\$376.76
P0072617	Qualitone Industries, Inc.	Audio/Visual	Instructional Supplies	\$745.22
P0072618	Amazon.Com Corporate Credit	Film Rental	Instructional Supplies	\$243.49
P0072619	Pyramid Media	Film Rental	Instructional Supplies	\$280.63
P0072620	Ambrose Video Publishing	Film Rental	Instructional Supplies	\$59.11
P0072621	Pbs Home Video Cat. Mail Order	Film Rental	Instructional Supplies	\$166.85
P0072622	Facets Video Order Department	Film Rental	Instructional Supplies	\$133.96
P0072623	Pbs Video Attn: Customer Service	Film Rental	Instructional Supplies	\$298.27
P0072625	Monterey Graphics	Student Affairs	Non-Instructional Supplies	\$209.13
P0072627	Abtech Support, Inc.	Information Technolo	New Equipment – Noninstruc.	\$46,127.38
P0072629	Facets Multimedia, Inc.	Film Rental	Instructional Supplies	\$26.39
P0072630	Archival Products	Division Office Inst	Instructional Supplies	\$545.69
P0072631	CSTA	ATE-Articulation Par	Conferences - Student	\$117.00
P0072632	Mass Press	ATE-Articulation Par	Instructional Supplies	\$34.64
P0072633	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$2,406.26

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P0072634	3M Business Products Parts Depart	Division Office Inst	Instructional Supplies	\$117.44
P0072635	Community Partners Fbo Itep	Business & Int'l Ed.	Conferences Mgmt	\$50.00
P0072637	John Wiley & Sons Inc.	DSPS	Instructional Supplies	\$210.81
P0072638	Dumbell Man Fitness Equipment	Health Sciences	Fundraising	\$1,343.11
P0072639	OCEC business services	DSPS	Instructional Supplies	\$270.00
P0072640	A.D.D. Warehouse	DSPS	Instructional Supplies	\$75.69
P0072641	Academic Success Press, Inc.	DSPS	Instructional Supplies	\$207.48
P0072643	Delphin Computer Supply	Division Office NSci	Non-Instructional Supplies	\$610.53
P0072644	Full Compass	Ctr for Arts Promo	Non-Instructional Supplies	\$2,391.68
P0072645	Matt Long	Student Affairs	A/P Manually Generated	\$200.00
P0072646	Learning Tree International	Information Technolo	In-Service Training	\$4,100.00
P0072647	Collegiate Cap & Gown Company	Student Affairs	Non-Instructional Supplies	\$997.02
P0072648	Rivera Resort	Health Sciences	Fundraising	\$302.38
P0072650	Golden State Paint	Construction Technol	Instructional Supplies	\$205.12
P0072651	Keller & Co.	Construction Technol	Instructional Supplies	\$814.25
P0072652	Dick Blick Art Materials	Machine Tool Technol	Instructional Supplies	\$53.40
P0072653	U.S. Shop Tools	Machine Tool Technol	Instructional Supplies	\$1,245.88
P0072654	4 Inkjets	Electronics	Instructional Supplies	\$64.90
P0072655	Mass Press	CADD	Instructional Supplies	\$34.64
P0072657	American Express Travel	Center for Internati	Transportation/ Mileage	\$279.38
P0072658	Audio Visual One	Specialty Beverage	Conferences Mgmt	\$453.87
P0072659	Hopper Service Parts Company	Automotive Technology	Instructional Supplies	\$783.39
P0072660	Crenshaw Lumber	Construction Technol	Instructional Supplies	\$3,901.64
P0072661	Christina O. Moran Wisdom	Family Consumer Stu	Instructional Supplies	\$216.48
P0072662	IALLT Ron Balko/Director	Learning Center	Instructional Supplies	\$110.00
P0072665	American Express Travel	Public Information	Conferences Mgmt	\$191.00
P0072666	Magna Publications, Inc.	Public Information	Conferences Mgmt	\$189.00
P0072669	Displays2go	CalWORKs	Non-Instructional Supplies	\$143.11
P0072670	Boise Cascade	Division Office Busi	Non-Instructional Supplies	\$403.86
P0072671	Borden Decal Co., Inc.	Parking-Student Perm	Non-Instructional Supplies	\$2,830.38
P0072673	Refrigeration Training Service	Air Conditioning	Instructional Supplies	\$305.00
P0072674	Delphin Computer Supply	Student Affairs	ASB Exp.	\$534.76
P0072675	Francesca C. Bishop	Speech Communication	Other Services And Expense	\$320.00
P0072678	Fleisher Collection The Free Libr	Music	Instructional Supplies	\$11.91
P0072680	California Hardware	Physical Education	Instructional Supplies	\$3,442.35
P0072681	W.W. Norton	Music	Instructional Supplies	\$153.76
P0072682	Sierra Music Publications	Music	Instructional Supplies	\$419.38
P0072683	Galls Long Beach Uniform	I&T	New Equipment – Instruc.	\$6,787.24
P0072684	Snap-On Industrial	I&T	New Equipment – Instruc.	\$5,019.17
P0072686	Grace Full Creations	SBDC CITD	Reproduction – Noninstruc.	\$1,922.62
P0072688	Kirst Pump & Machine Works	Plumbing Shop	Non-Instructional Supplies	\$299.32
P0072689	Mobile Storage Group	P4E Inglewood Fire	Other Services And Expense	\$211.09
P0072690	Rpw Services, Inc.	Grounds	Other Services And Expense	\$1,217.81
P0072693	Premier Agendas	BFAP Carry Over from	Other Services And Expense	\$5,252.98

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

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**I. INFORMATION**

**A. EQUIPMENT/TECHNOLOGY EXPENDITURES** – The following table reports the status of equipment purchases as of April 4, 2005, for the budget year 2004-05.

<b><u>Instructional Equipment</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance</u></b>
Business (0602)	336,000		(23,549)
Fine Arts (0604)	90,000	359,549	(40,565)
Health Science & Athletics (0605)	13,800	130,565	4,862
Industry & Technology (0607)	57,326	8,938	27,736
Learning Resources (0609)	325,000	29,590	283,592
Mathematical Sciences (0610)	68,121	41,408	65,004
Natural Sciences (0611)	5,200	3,117	(99,266)
		104,466	
Total Instructional Equipment	895,447		217,814
		677,633	
<b><u>Technology</u></b>			
Information Technology Services (0608)	1,557,570		693,963
		863,607	
Total Technology	1,557,570		693,963
		863,607	
<b><u>Other Equipment</u></b>			
Admissions & Records (0613)	79,800	58,971	20,829
Health Center (0613)	5,000	2,714	2,286
Total Other Equipment	84,800	61,685	23,115
Grand Total	2,537,817*		934,891
		1,602,926	
* Final 2004-05 Budget Book			
Page 63	1,190,247		
Page 64	1,347,570		
	2,537,817		

## B. PROJECT BUDGETS

The Facilities Needs Report prepared May, 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified in the following listing. The needs report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets were revised February 17, 2004, when project scopes and timelines were further defined. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through March 31, 2005.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (As of 3/31/05)</b>			
	<b>REVISED BUDGET</b>	<b>TOTAL EXPENDED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization (ACM)</u></b>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	12,837	1,516,163
Athletic Education and Fitness Complex (0203)	15,718,000	198,106	15,519,894
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	50,566	6,034,330
Business Building Replacement (0205)	10,926,189	98,823	10,827,366
Central Plant (0206)	10,858,000	90,092	10,767,908
Child Development Center Phase 2 (0207)	2,525,000	21,085	2,503,915
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	9,284	1,090,716
Fire Academy Structure (0209)	791,375	6,729	784,646
Fire Program Facility (0210)	123,000	1,194	121,806
Health Occupations and Wellness Center (0211)	12,072,551	100,149	11,972,402
Humanities Complex Replacement (0212)	23,120,064	766,414	22,353,650
Learning Resource Center Addition (0213)	7,100,000	58,972	7,041,028
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	8,416,232	69,871	8,346,361
Remodeling Phase Two (0216)	157,625	1,481	156,144
Remodeling Phase Three (0217)	8,715,875	72,352	8,643,523
Science Complex Renovation (0219)	6,721,738	3,660,777	3,060,961
Signage and Wayfinding (0224)	2,600,000	44,136	2,555,864
Student Services and Activities Replacement (0220)	31,448,118	285,103	31,163,015
Temporary Space and Relocation Costs (0221)	2,000,000	71,524	1,928,476
Vocational Education Complex (0222)	22,349,821	207,258	22,142,563
Master Planning (0223)		-	-
Reserve for Contingencies (0299)	13,725,700	-	13,725,700
<b>Total Additional Classrooms and Modernization</b>	<b>193,083,184</b>	<b>6,532,621</b>	<b>186,550,563</b>
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>			
Asphalt Resurfacing - All Lots (0301)	400,000	13,515	386,485
Emergency Generators and Distribution (0302)	2,265,000	9,405	2,255,595
Emergency Power to Security Lighting (0303)	175,000	727	174,273
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	3,041	396,959
Fencing Replacement and Additions (0305)	375,000	1,557	373,443

Landscaping and Irrigation System Replacements (0306)	2,540,000	33,133	2,506,867
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	10,131	2,429,869
Lot F Parking Structure Improvements (0309)	1,632,000	6,777	1,625,223
Lot H Parking Structure (0310)	8,348,666	34,864	8,313,802
Paving Replacement - All Walks and Driveways (0311)	2,187,000	9,082	2,177,918
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	339	81,261
Security Video (0313)	180,000	7,175	172,825
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	77,529	1,867,652
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b>24,727,231</b>	<b>207,274</b>	<b>24,519,957</b>
<b><u>Energy Efficiency Improvements (EEI)</u></b>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	-	2,818,000
Reserve for Contingencies (0499)	215,653	-	215,653
<b>Total Energy Efficiency Improvements</b>	<b>3,033,653</b>	<b>-</b>	<b>3,033,653</b>
<b><u>Health and Safety Improvements (HSI)</u></b>			
Administration (0501)	4,367,732	51,151	4,316,581
Art & Behavioral Sciences (0502)	12,247,136	145,473	12,101,663
Auxiliary Warehouse (0504)	105,042	911	104,131
Communications (0507)	6,623,354	80,101	6,543,253
Construction Technology (0508)	943,970	12,012	931,958
Domestic Water System (0509)	2,488,800	59,274	2,429,526
Facilities and Receiving (0510)	1,985,416	125,850	1,859,566
Fire Alarm (0511)	780,800	6,123	774,677
Firelines (0512)	1,837,503	70,126	1,767,377
Hazardous Materials Abatement (0513)	200,000	81,363	118,637
Library (0515)	7,876,509	221,844	7,654,665
Marsee Auditorium (0516)	6,670,843	80,467	6,590,376
Math & Computer Sciences (0517)	10,761,643	129,379	10,632,264
Music (0518)	8,896,846	178,116	8,718,730
Natural Gas System (0519)	488,000	3,864	484,136
North Gymnasium (0520)	3,248,993	241,527	3,007,466
Physical Education and Men's Shower (0521)	3,896,871	47,176	3,849,695
Planetarium (0522)	559,465	10,208	549,257
Pool and Health Center (0523)	8,273,592	100,082	8,173,510
Primary Electrical Distribution System (0524)	13,460,000	192,665	13,267,335
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	19,857	1,293,807
Sewer System (0527)	1,964,200	15,251	1,948,949
Social Sciences (0528)	7,415,520	87,386	7,328,134
Storm Drain System (0530)	1,083,909	8,462	1,075,447
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
<b>Total Health and Safety Improvements</b>	<b>117,283,489</b>	<b>3,425,022</b>	<b>113,858,467</b>
<b><u>Information Technology and Equipment (ITE)</u></b>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	437,651	685,999
Facilities Planning and Services (0603)	1,818,724	176,071	1,642,653
Fine Arts (0604)	2,805,096	328,212	2,476,884
Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499

Industry and Technology (0607)	1,771,641	422,712	1,348,929
Information Technology (0608)	14,557,510	1,202,770	13,354,740
Learning Resources (0609)	4,665,775	97,340	4,568,435
Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	489,445	2,512,840
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	160,964	406,536
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
<b>Total Information Technology and Equipment</b>	<b>54,681,858</b>	<b>4,058,996</b>	<b>50,622,862</b>
<b>Physical Education Facilities Improvements (PEFI)</b>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
<b>Total Physical Education Facilities</b>	<b>1,707,049</b>	<b>-</b>	<b>1,707,049</b>
	\$394,516,464	\$14,223,913	\$380,292,551

**C. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for June 1 at 3p.m.

**D. FACILITIES MASTER PLAN FUNDING**

It was reported at the June 24, 2002, Board meeting that the estimated total cost of the Facilities Master Plan was \$460,016,464 and that revenues from the State and other sources was estimated at approximately \$65,500,000. The deficit of \$394,516,464 was funded from passage of the bond. The table below reports the status of the receipt of revenues from all sources as of 3/31/05.

<b>FACILITIES MASTER PLAN FUNDING</b>			
<u>Source</u>	<u>Total</u>	<u>Income</u>	<u>Uncollected</u>
	<u>Income</u>	<u>Received</u>	<u>Income</u>
	<u>Budget</u>	<u>@ 3/31/05</u>	<u>@ 4/1/05</u>
State Capital Construction Program	\$ 33,900,000	\$ -	\$ 33,900,000
State Scheduled Maintenance Program	15,600,000	859,199	14,740,801
State Hazardous Materials Abatement Program	2,200,000	393,800	1,806,200
State Equipment & Library Material Program	9,100,000	824,043	8,275,957
Redevelopment Funds	1,300,000	190,168	1,109,832
Campus Center Fees	2,000,000	0	2,000,000
Parking Fees	700,000	60,000	640,000
Bookstore / Food Services	700,000	0	700,000
Local Bond Funds	394,516,464	63,700,000	330,816,464
Interest on Bond Funds	0	1,495,811	(1,495,811)
Total	\$ 460,016,464	\$ 67,523,021	\$ 392,493,443

**II. APPROVAL**

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

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

**TMAD** - It is recommended that the Board of Trustees approve the District's decision to enter into an agreement with TMAD Taylor Gaines, Inc. to provide professional engineering services for the design and construction of campus infrastructure projects. Requests for Proposals were solicited from four major firms with the expertise and experience in campus infrastructure design and construction administration. Of the four firms, only two proposals were received. The two firms were interviewed and evaluated by a group of El Camino College managers. TMAD Taylor Gaines, Inc. was the group's unanimous selection.

Contract Service:

5 Years

\$3,000,000

Annual Fee (Reimbursable included)

Grand Total Not To Exceed:

NTE

Cost:

\$ 600,000

The length of the contract period is due to the protracted construction-phasing schedule that will be required to implement the projects.

B. AMENDMENT

Flewelling and Moody, (Board Approved: 11/18/2004)

It is requested that the Board of Trustees approve the contract amendment as noted below. The two specific projects that were to be performed under this agreement are now being performed under separate individual agreements--the Bookstore Office Renovation, \$28,000 and Modular Building Modifications, \$45,000.

The original contract will now be used to provide architectural and engineering design services for other facilities services on campus during the same period as the original contract--November 22, 2004 through June 30, 2006. Contract is non-renewable and cost will remain at NTE \$55,000 which includes reimbursables and will be invoiced monthly.

C. NOTICES OF JOB COMPLETION

It is recommended that the Board approve payment for the work performed on the project(s) listed below. The required work has been completed in accordance with the conditions and specifications of the subject bids and has been accepted by District representative David Miller. Payment is to be made as indicated below.

	<u>Cost</u>
<b>1. <u>Malia Construction dba West Star Construction</u></b>	\$68,900
Campus Theater Stage Floor Replacement	PO# 79046
Payable to: Malia Construction dba West Star Construction 1181 N. Tustin Avenue Anaheim, CA 92807	
<b>2. <u>Science Complex Remodel Project, Bid #2002-08 (Board Approved 3/17/2002)</u></b>	
<b><u>Contractors</u></b>	<b><u>Cost</u></b>
a. <b><u>G. D. Heil, Inc.</u></b>	\$466,167
Demolition and Temp Fencing	PO # 58189
Payable to: G. D. Heil, Inc. 1640 S. Claudina Way Anaheim, CA 92805	
b. <b><u>Dynalectric</u></b>	\$2,875,314
Electrical	PO # 58192
Payable to: Dynalectric 4462 Corporate Center Drive Los Alamitos, CA 90720	
c. <b><u>Fel Mar Construction</u></b>	\$264,726
Rough Carpentry	PO # 58190
Payable to: Fel-Mar Construction P. O. Box 25869 Santa Ana, CA 92799-5869	



- |    |  |                           |
|----|--|---------------------------|
| i. | <b><u>Aluminex, Inc.</u></b><br>Greenhouse   | \$95,698<br>PO # 58199    |
|    | Payable to: Aluminex, Inc.<br>11993 Magnolia #N<br>Riverside, CA 92503                                     |                           |
| m. | <b><u>MNZ Janitorial Services</u></b><br>Final Clean Up  | \$44,637<br>PO # 58185    |
|    | Payable to: MNZ Janitorial Services, Inc.<br>3575 Cahauenga Blvd. West, Suite 310<br>Los Angeles, CA 90068 |                           |
| n. | <b><u>Environmental Acoustics</u></b><br>Acoustical Ceiling  | \$159,099<br>PO # 58191   |
|    | Payable to: Environmental Acoustics<br>29229 Canwood St., Suite 20<br>Agoura Hills, CA 91301               |                           |
| o. | <b><u>Conrod Concrete, Inc.</u></b><br>Structural Concrete   | \$1,215,439<br>PO # 58195 |
|    | Payable to: Conrod Concrete, Inc.<br>145 E. Ave K-8, Suite 110<br>Lancaster, CA 93535                      |                           |
| p. | <b><u>Angeles Contractor</u></b><br>Ceramic Tile   | \$95,306<br>PO # 58198    |
|    | Payable to: Angeles Contractor<br>7446 Oranewood Ave.<br>Garden Grove, CA 92841                            |                           |

### 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  
4/4/2005

**El Camino Community College District**  
**Measure "E" Purchase Order Listing**  
Meeting Date: 4-18-2005

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0072440	A-1 Office Plus	Science Complex Reno	Group II Equipment	\$2,190.69
P0079077	Dell Marketing L. P.	Information Technology	Non Inst Comp Eq less tha	\$98,596.21
P0079080	Delphin Computer Supply	Information Technology	Non Inst Comp Eq less tha	\$2,786.36
P0079090	Dell Marketing L. P.	Information Technology	New Equipment – Noninstruc.	\$14,554.65
P0079092	Apple Computer, Inc.	Information Technology	New Equipment – Noninstruc.	\$903.89
<b>Total :</b>		<b>5</b>		<b>\$119,031.80</b>
B0079087	LCC 3 Construction	Lot H - Parking Stru	Architecture & Engineering	\$20,900.00
B0079088	Brown, Winfield & Ca	Master Planning	Legal -Bond Projects	\$40,000.00
B69041A	Ford Graphics	Master Planning	Blue Printing-Construction	\$7,570.69
<b>Total :</b>		<b>3</b>		<b>\$68,470.69</b>
<b>Total POs and BPOs :</b>		<b>8</b>	<b>TOTAL :</b>	<b>\$187,502.49</b>

**B. CHANGE ORDERS**

None

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

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	<u><b>Page No.</b></u>
A. Employment and Personnel Changes.....	1-5
B. Temporary Non-Classified Service Employees .....	5-7
C. Classified Professional Growth.....	7-9
D. New Classification Specifications for Classified Positions.....	9-11
E. Volunteers.....	9

## A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-21 and 1-20.

### **Certificated Personnel:**

1. Retirement – Ms. Joyce Schenk, full-time instructor of English, last day worked is June 10, 2005, first day of retirement is June 11, 2005; and that a plaque be presented to her in recognition of her service to the District since 1986.
2. Resignation – Dr. Bobbi Villalobos, Acting Dean of Humanities, effective March 31, 2005.
3. Employment – Mr. Arvid Spor, Dean of Enrollment Services, Range 16, Step 1, effective May 1, 2005.
4. Employment – Ms. Lucinda Bramlett, full-time/temporary instructor of Nursing, Class II, Step 5, effective January 15 through June 30, 2005.
5. Change in Salary – Ms. Lauralee Welsh, full-time instructor of English, from Class III, Step 12, to Class IV, Step 12, effective May 7, 2005.
6. Amend Assignment – Ms. Hortense Cooper, Acting Dean, Enrollment Services, effective July 1, 2004 through April 30, 2005, instead of June 30, 2005.
7. Change in Assignment – Ms. Leslie Back, Faculty Coordinator and full-time instructor of Music, to Acting Dean of Fine Arts, Range 16, Step 3, Administrators Salary Schedule, effective March 25 through June 30, 2005.
8. Leave of Absence (paid medical) – Ms. Carol Imai-Bowsfield, full-time Counselor, effective April 5 through June 27, 2005.
9. Special Assignment – Ms. Kate Collins, part-time instructor of English, to edit midterm accreditation report, to be paid \$50.09 an hour, not to exceed 5 ½ hours, effective December 30, 2004, in accordance with the Agreement, Article X, Section 13(a).
10. Special Assignment – Ms. Essence Wilson, part-time instructor of Nursing to teach 6 hour training program at Little Company of Mary Hospital for NGOA/60B students, to be paid \$51.69 an hour, not to exceed \$325, effective March 25 through March 29, 2005, in accordance with the Agreement, Article X, Section 9(m).
11. Special Assignment – Ms. Talarie Foley, part-time instructor of Nursing to perform as Skills Lab Specialist at Little Company of Mary Hospital extended campus, to be paid \$38.77 an hour, not to exceed \$800, effective March 28 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).

12. Special Assignment – Mr. William Harris, full-time instructor of CIS to administer credit-by-examination, to be paid \$51.69 an hour, effective May 1 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(d).
13. Special Assignment – The following part-time instructors in Industry and Technology to administer credit-by-examination, to be paid \$51.69 an hour, effective February 12 through June 10, 2005, in accordance with the Agreement, Article X, Section 9(d).

Mark Arnold	Glenna Johnson	Monique Schaefer
Danny Barley	Wendy Kahan	Franz Seifert
Henry Brown	Mark Lepore	Dale Ueda
Kevin Coffelt	James Lemmon	Dan Valladares
Victor de la Torre	Ed Lugo	Emmanuel Villaroman
Robert Diaz	Robert Olmsted	Phillip Walls
Greg Guerrero	Rey Rojo	Sue Wenzlaff

14. Special Assignment – Mr. Steve Cocca, full-time instructor of Electronic and Computer Hardware Technology, to provide support for the development of the South Bay Robotics Academy, Engineering Academy and facilitate Tech Prep activities with area high schools, to be paid \$38.77 an hour, not to exceed 100 hours or \$3,757, effective April 19 through June 10, 2005, in accordance with the Agreement, Article X, Section 14(c).
15. Special Assignment – Ms. Carol Lisek, part-time instructor of Music to substitute as needed for Joy of Music program, to be paid \$38.77 an hour, effective February 12 through June 10, 2005.
16. Special Assignment – The following full-time faculty are working for summer sports camp and swim lesson programs, to be paid \$25 an hour, effective June 13 through August 26, 2005, in accordance with the agreement Article X, Section 13(b).

<b>Faculty</b>	<b>Not To Exceed</b>	<b>Date/Camp/Swim Lesson</b>
Corey Stanbury	\$2,100	Swim Lesson June 13- Aug 4
John Britton	\$ 875	Soccer Camps Aug 15-26
Gene Engle	\$1,280	Football Passing League Lineman Camp June 22-July

17. Special Assignment – The following part-time faculty are working for summer sports camp and swim lesson programs, to be paid \$25 an hour, effective June 13 through August 26, 2005, in accordance with the agreement Article X, Section 13(b).

<b>Faculty</b>	<b>Not To Exceed</b>	<b>Date/Camp/Swim Lesson</b>
Monica Lizarrage-Papke	\$1,820	Swim Lesson June 13-Aug 4
Susie Calderon	\$1,000	Softball Camp June 20- 24
Steve Shaw	\$ 750	Women's Basketball 4/20-5/2
Eddie Barragan	\$ 875	Soccer Camps Aug 15-26
Mike Fenson	\$ 864	Men's Basketball 6/13-7/25

18. Stipend Assignment – Mr. Ed Kelly, part-time instructor of Sign Language to present for annual ASL/Interpreter Workshop & Faire, to be paid \$500, effective April 30, 2005, in accordance with the Agreement, Article X, Section 9(c).
19. Stipend Assignment – Mr. Peter Abiligou, part-time instructor of Dance, to choreograph the Spring Dance, to be paid \$400, effective April 1 through May 6, 2005, in accordance with the Agreement, Article X, Section 9(m).
20. Stipend Assignment – The following full-time instructors in Natural Sciences to prepare and present demonstration for the Onizuka Space Science Day, effective April 2, 2005, to be paid \$50 each, in accordance with the Agreement, Article X, Section 14(a).

Jeanne Bellemin	Charles Herzig	Jessica Padilla
C. Irvin Drew	Francisco Izaguirre	David Pierce
Kamran Golestaneh	Lars Kjeseth	Michael Stupy
Amy Grant	William Latto	David Vakil
Perry Hacking	Robert McLeod	

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

Health Sciences & Athletics	
Berlin Beverly	Veronica Bruce
Antonio Lourdes	Linda Parisi
Katherine Meese	

**Classified Personnel:**

1. Resignation – Mr. Drouett Casey, Police Officer, Range 1, Step B, Campus Police Division, Administrative Services Area, effective April 1, 2005, plus accrued vacation.
2. Personal Leave of Absence 100% - Ms. Carmen de la Cruz, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective April 4 through October 4, 2005.
3. Change of Assignment – Ms. Aretha Collins, Project Specialist, Range 32, Step E, from Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, to Fine Arts Division, Academic Affairs Area, effective May 16, 2005.
4. Work Out of Classification – Ms. Vanna Phan, Financial Aid Assistant Range 24, Step B, to Accounting Technician II, Range 34, Step A, Financial Aid Division, Student and Community Advancement Area, effective March 30 through June 30, 2005.

5. Amend Change of Classification – Mr. Taylor Robbins, Acting Director – Financial Aid, Range 11, Step 5, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective July 1 through April 30 instead of June 30, 2005.
6. Change of Classification – Ms. Hortense Cooper, return to Director – Financial Aid, Range 13, Step 5, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective May 1, 2005.
7. Stipend –The following employees to receive a \$50 per month stipend for carrying pagers, effective August 1, 2004 through June 30, 2005:
 

Hinh Pham	Information Technology Services	Admin Services
Jason La	Information Technology Services	Admin Services
8. Stipend – The following employees to receive a \$50 per month stipend for carrying cell phone for after work hours emergencies, effective March 11 through June 30, 2005:
 

Georgianna Levine	Center for the Arts/Fine Arts	Academic Affairs
Jerry Root	Center for the Arts/ Fine Arts	Academic Affairs
Hector Salazar	Center For the Arts/Fine Arts	Academic Affairs
9. Employment - Ms. Jennifer M. Branzuela, Clerical Assistant, Range 22, Step A, Small Business Development Center/community Advancement Area, Student and Community Advancement Area, effective May 2, 2005.
10. Employment – Ms. Junnette Fariolen, Clerical Assistant, Range 22, Step A, Transfer Center/Counseling and Student Services Division, Student and Community Advancement Area, effective May 2, 2005.

**Special Project Temporary Administrator:**

11. Ms. Judith Norton - Training Curriculum Coordinator, Range 5, Step E, of the Special Project Temporary Administrator Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective April 1 through June 30, 2005.

**Temporary Classified Service Employees:**

12. Ms. Jennifer M. Branzuela - Clerical Assistant, Range 22, Step A, Small Business Development Center/community Advancement Area, Student and Community Advancement Area, effective April 19 through 30, 2005.
13. Ms. Darnetta Germany - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 19 through June 30, 2005.

14. Mr. Jonathan Harris – Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective April 19 through June 30, 2005.
15. Mr. Gary Hearn - Custodian, Range 20, Step A, Custodian, Facilities Planning and Services Division, Administrative Services Area, effective April 19 through June 30, 2005.
16. Ms. Betty Kane – Administrative Assistant II, Range 31, Step E, Admissions & Records Division, Student and Community Advancement Area, to work 32 hours per week, Monday through Thursday, effective April 5 through June 30, 2005.
17. Mr. Nathaniel Hunter – Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 19 through June 30, 2005.
18. Mr. Dwayne Moore - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 19 through June 30, 2005.
19. Ms. Shirley Snider – Administrative Assistant II, Range 31, Step E, Fine Arts Division, Academic Affairs Area, 40 hours per week, effective May 2, 2005.
20. Ms. Maria Vicente - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 19 through June 30, 2005.

**B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:**

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown in items 1-17.

1. Nancy Bradbury – Professional I, \$20.00 per hour, days vary, hours vary (up to 20 hours per week), effective March 23, 2005 through June 30, 2005, Teacher Education Program/ Behavioral Social Sciences, Academic Affairs Area, to assist the Teacher Education Program Special Project Administrator, Teacher Education Program Title V Grant funded.
2. Santiago Elisondo Jr. – Tutor III, \$9.50 per hour, days vary, hours vary (up to 20 hours per week), effective March 22, 2005 through June 30, 2005, EOP&S/CalWORKs/CARE, Student and Community Advancement Area, to provide tutoring services to EOP&S/CARE students above and beyond the services offered to the campus in general, EOP&S Grant funded.
3. Daniel Fleischer – Professional II (Public Safety Trainer), \$32.00 per hour, Monday through Friday (days vary), 7:30 am to 5:30 pm (hours vary), effective March 20, 2005 through June 30, 2005, Industry and Technology, Academic Affairs Area, to train law enforcement personnel at the South Bay Skills Center: Firearms Training System, Defensive Driving and Skid Car, Contract Funded.

4. Vanessa Johnson – Reader, \$6.75 per hour, Monday through Friday (days vary), 8:00 am to 5:00 pm (hours vary), effective April 19, 2005 through June 30, 2005, Humanities, Academic Affairs Area, under the instructor’s direction, readers evaluate essays assigned in English 1A classes for grammar, content, and structure, District funded.
5. Jan Lang – Teacher’s Assistant II, \$7.00 per hour, Wednesday through Friday (days vary), 8:00 am to 12:00 pm (hours vary), effective February 23, 2005 through June 30, 2005, Child Development Center (CDC)/Behavioral and Social Sciences, Academic Affairs Area, to assist teachers in planning, organizing, and managing a classroom, CDC funded.
6. Brian Lim – Tutor I, \$7.50 per hour, Thursday and Friday, 2:00 pm to 7:00 pm, effective April 19, 2005 through June 30, 2005, Learning Resources Center (LRC)/Learning Resources Unit (LRU), Academic Affairs Area, to provide tutoring services in the LRC/LRU, District and VATEA funded.
7. Michael Martinez– Police Cadet I, \$8.00 per hour, Monday through Friday, 5:00 pm to 10:00 pm, effective April 19, 2005 to June 30, 2005, Campus Police, Administrative Services Area, to provide police cadet duties, District & VATEA funded.
8. Renante Medina – Teacher’s Assistant IV (Emergency Medical Technology), \$11.50 per hour, Monday, Wednesday, & Thursday, 9:00 am to 10:00 pm (hours vary), effective March 7, 2005 through June 30, 2005, Industry and Technology, Academic Affairs Area, to assist instructor with teaching/testing in the Emergency Medical Technician program laboratory classes, District funded.
9. Pete Moraga – Professional III, \$42.75 per hour, Monday through Friday (days vary), 8:00 am to 5:00 pm (hours vary), effective March 14, 2005 through June 30, 2005, Workplace Learning Resource Center/Community Advancement, Student and Community Advancement Area, to proctor GED examinations for the inmates at the Federal Correctional Institution, Terminal Island, Department of Defense contract funded.
10. Deborah Quesada – Tutor II, \$8.50 per hour, Monday through Saturday, 12:00 pm to 3:00 pm, effective April 19, 2005 through June 30, 2005, Learning Resources Center (LRC)/ Learning Resources Unit (LRU), Academic Affairs Area, to assist with tutoring services in the LRC/LRU, District and VATEA funded.
11. Deborah Quesada – Tutor III, \$9.00 per hour, Monday, Thursday, and Friday, 3:00 pm to 8:00 pm (hours vary), effective March 21, 2005 through June 30, 2005, Learning Resource Center/Learning Resources Unit, Academic Affairs Area, to assist students in the open lab with completions of assignments from various Computer Information Systems classes, District funded.

12. Rae Lynn Rollino – Teacher Assistant IV, \$11.50 per hour, Sunday through Saturday (days vary), 7:00 am to 10:00 pm (hours vary), effective April 4, 2005 through June 30, 2005, Health Sciences & Athletics/ Special Resource Center, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, DSPS Regulations, Section 56026, District funded.
13. Humberto Sanchez – Professional I, \$19.00 per hour, Monday, Wednesday, and Thursday, 8:00 am to 4:00 pm, effective April 19, 2005 through June 30, 2005, Health Sciences & Athletics, Academic Affairs Area, to supervise students in the Fitness Center, develop exercise training programs, and maintain attendance records, District funded.
14. Wendy Stockstill – Program Assistant III, \$10.00 per hour, Monday through Friday (days vary), 8:00 am to 10:00 pm (hours vary), effective March 21, 2005 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to assist students in the open lab with completions of assignments from various Computer Information Systems classes, District funded.
15. Amy Wolff – Teaching Assistant IV, \$11.50 per hour, Monday through Friday (days vary), 8:00 am to 10:00 pm (hours vary), effective April 19, 2005 through June 30, 2005, Fine Arts, Academic Affairs Area, to assist with the orchestra faculty, District funded.
16. The following individuals are to work as Library Media Technical Aide, \$9.00 per hour, Monday, Tuesday, and Wednesday (days vary), 8:00 am to 9:00 pm (hours vary), effective April 19, 2005 through June 30, 2005, Learning Resources Center/Learning Resources Unit, Academic Affairs Area, to shelve books and magazines, file, label books and magazines, and other duties as assigned, District funded.

Ramon Anaya

Georges Malouf

17. The following individuals are to work as Summer Camp Director, \$25.00 per hour, Friday & Saturday, hours vary (up to 12 hours per week), effective May 13, 2005 through May 14, 2005, Health Sciences & Athletics, Academic Affairs Area, to demonstrate football lineman techniques, and skill development training techniques, District funded.

Art Donnell  
Kevin Duncan  
Jason Gelber

Tevete Use  
Damian Watters

**C. 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:

Amend Program Title - Learning Resources Network (LERN) from Successful Certificate Programs Institute to Program Management Institute, St. Louis, MO – Terry Newman. June 13-17, 2005. \$400.00 maximum.

The International Esthetics, Cosmetics & Spa Conference, Las Vegas Hilton, Las Vegas, NV – Elena Arzoian. Apr. 30, May 1-2, 2005. \$400.00 maximum.

Western Symposium on Deafness, San Diego, CA - Sharin Nakayama. Apr. 20-23, 2005. \$400.00 maximum.

Gutenberg & Digital Outlook 2005: 101 PDF Tips You Can Bank On, LA Convention Center - Carolee Casper. Apr. 28, 2005. \$180.00 plus mileage.

Gutenberg & Digital Outlook 2005: What's Hot in Litho? LA Convention Center - Cesar Lopez. Apr. 29, 2005. \$90.00 plus mileage.

Gutenberg & Digital Outlook 2005: 101 PDF Tips You Can Bank On & Combat Training for Graphic Arts, LA Convention Center - Dwight Ueda. Apr. 28-29, 2005. \$270.00 plus mileage.

Gutenberg & Digital Outlook 2005: What's Hot in Litho? LA Convention Center - Ricardo Villarruel. Apr. 29, 2005. \$90.00 plus mileage.

California Association of Community College Registrars & Admissions Officers (CACCRAO) Regions 7 & 8 Annual Workshop, Rio Hondo College, Whittier, CA - Martha Angel, Marjorie Hall, David Snowden, and LaShanta Young. April 22, 2005. \$80.00 (\$20 per participant) plus mileage.

AAWCC Women Hold Up Half the Sky Conference, Cerritos Library, April 22, 2005. \$45.00 per participant (listed below), or a total of \$1620 (36 x \$45), plus mileage.

Ann Ashcraft  
Araceli P. Broadhead  
Susan Brouillette  
Sharron Bryant  
Rita Bruce  
Delores Buerger  
Sue Burin  
Lisa Campbell  
Josie Cheung  
Angelica Cholico  
Antoinette Corso  
Maria Cortez

Victoria de la Torre  
Maria Duran  
Leimomi Elliott  
Elizabeth Fernandez  
Cece Fuentes  
Joyce Fukuchi  
Josephine M. Gallego  
Evangalina Gardea  
Stacy Higa  
Cheryl Imatomi  
Celia E. Kang  
Beverly Knapp

Carol Kubota  
Estella Lee  
Adriana Lopez  
Linda Massarotti  
Marianne Montgomery  
Julieta Ortiz  
Donna Pantaleo  
Vanna Thu Pham  
Grace Rodriguez  
Luukia Smith  
Marie Tate  
Lisa Webb

April 18, 2005

Human Resources – Administrative Services - 8

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

Ben Clark Public Safety Training Center: Criminal Investigation, Riverside, CA - Sean Ray.

April 25-29, 2005. \$470.00

**D. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION:**

It is recommended that the Board approve the new classification specifications for the Academic Affairs Analyst as shown on pages 10-11.

**E. VOLUNTEERS:**

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

Stephanie Alvarenga  
Harpreet Chase  
Vidhya Kesavapillai

Eric Ramous  
Ruben Solis  
Phorious Whitmore

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ACADEMIC AFFAIRS ANALYST**

### **BASIC FUNCTION:**

Under general supervision and at the direction of the Vice President/Academic Affairs, gather data and conduct statistical analysis; serve as a resource person to other management and staff; assist in the development and maintenance of efficient room utilization of instructional facilities; maintain enrollment and other data related to academic divisions; audit faculty contracts for accuracy; and conduct related work as required.

### **REPRESENTATIVE DUTIES:**

Conducts audits, reports and special projects and make recommendations as requested by administration.

Conduct analysis including calculations of WSCH/FTE (Weekly Student Census Hours/ FTES).

Prepares reports, including Teacher Load Summary reports.

Responsible for the preparation of the CCFS320 FTES Report.

Audit class schedule information and contracts for accuracy and assist with editing.

Compile, maintain and assist with the analysis of data pertinent to class schedule development and maximizing room utilization.

Assist academic divisions, as appropriate, with class scheduling and coordinate the input of faculty contract information.

Make schedule adjustments, as needed, during enrollment periods.

Develop procedures to complete assigned responsibilities in a timely and efficient manner.

Work with directors of special programs to insure accurate preparation of data, such as DSPS, Distance Education, etc.

Perform other related job duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Specialized, technical and administrative principles, practices and procedures related to scheduling.  
Principles of statistical and systems analysis and project planning and design.  
Principles of automated data processing and information systems.  
Effective report writing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Modern office practices, procedures and equipment.  
Record keeping techniques.  
Word processing, spreadsheets and presentation software.

**ABILITY TO:**

Quickly learn applicable state, local and education codes, regulations and District policies.  
Independently conduct studies and prepare reports and organize data for presentation.  
Communicate effectively both orally and in writing.  
Become technically proficient within a computerized environment.  
Interpret policies and procedures.  
Work independently and perform assignments without detailed instructions.  
Analyze situations and adopt an effective course of action.  
Establish and maintain effective working relationships with others.  
Meet schedule and timelines.  
Exercise tact and discretion when interacting with others.  
Compute formulas and proportions.

**EDUCATION AND EXPERIENCE:**

Equivalent to an associate degree and three years of progressively responsible administrative, statistical and/or analytical duties.

**WORKING CONDITIONS:**

Extensive computer work.  
Dexterity of hands and fingers to operate a keyboard.  
Exchange information in person and on the telephone.  
Sit for extended periods of time.  
High volume telephone usage.

Classified Salary Schedule Range 34  
Board Approved: April 18, 2005

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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

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| B. 2004-2005 Board of Trustees Goals                                | Page 2 |
| C. Citizens' Bond Oversight Committee                               | Page 3 |
| D. Travel   | Page 3 |
| E. California Community College Trustee Board of Directors Election | Page 4 |

A. Order Biennial Governing Board Election

It is recommended that the Board adopt the following resolution ordering the Biennial Governing Board Election.

Order of Election of El Camino Community College District of Los Angeles, County, California

**RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the El Camino Community College District Election Order made under the authority of EC Sections 5302, 5304, and 5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 8, 2005. The polling hours shall be from 7 a.m. to 8 p.m.

The purpose of the election is to submit to the voters of the District the question of whether two members shall be elected to the Governing Board of the El Camino Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The El Camino Community College District will pay the costs of the election. If any agency holds an election on November 8, 2005, the El Camino Community College District shall pay its pro rata share of the costs. The Registrar-Recorder will canvass the returns of the election. All matters pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the El Camino Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal votes as follows:

Ayes  
Noes  
Absent

\_\_\_\_\_  
Clerk of the Governing Board  
Thomas M. Fallo

President and Board of Trustees

## B. 2004-2005 Board of Trustee Goals

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Community College League of California provides the evaluation instrument. The Board of Trustees remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming year. 2004-2005 goals are as follows:

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

C. Citizens' Bond Oversight Committee

It is recommended that the Board reappoint the following members whose terms have expired to two-year terms:

Business Organization Representative

Mr. Leandro Carde, Inglewood

Trustee Area 3

Mr. Robert Hammond, Manhattan Beach, appointed by Trustee Beverly.

Trustee Area 1

Mr. Raymond Roney, Ladera Heights, appointed by Trustee Jackson.

Trustee Area 2

Ms. Janina G. Velasquez, Hawthorne, appointed by Trustee Combs.

D. Travel

It is recommended that the Board approve the following travel:

Annual Trustee Conference

Lila S. Hummel, April 29 through May 1, 2005, San Francisco, California, with transportation and necessary expenses paid.

E. California Community College Trustees Board of Directors Election

It is recommended that the Board vote for the following persons to serve on the California Community College Trustee Board of Directors.

**NOMINATED CANDIDATES**

List order based on Secretary of State's 2/22/05 random drawing

- Mary Anne Rooney, Ventura County CCD
  - \*Georgia L. Mercer, Los Angeles CCD
  - Jeanette Mann, Pasadena Area CCD
  - Bill McMillin, Ohlone CCD
  - Maria Elena Serna, San Joaquin Delta CCD
  - \*Donald L. Singer, San Bernardino CCD
  - \*Tom Clark, Long Beach CCD
  - Brian Conley, Rancho Santiago CCD
  - Chris Constantin, West Valley-Mission CCD
  - Nancy C. Chadwick, Palomar CCD
  - Dennis Henderson, Victor Valley CCD
  - \*Charles Hayden, Jr. Desert CCD
  - \* Walter G. Howald, Coast CCD
  - Kathleen Burke-Kelly, Glendale CCD
  - Rosanne Bader, Mt. San Antonio CCD
  - \*Luis Villegas, Santa Barbara CCD
  - Rich Grosch, San Diego CCD
  - \*Mark Takano, Riverside CCD
  - Fred M. Tovar, San Jose-Evergreen CCD
- \*Incumbent

1. Mary Ann Rooney, Ventura County CCD
2. Maria Elena Serna, San Joaquin Delta CCD
3. \*Donald L. Singer, San Bernardino CCD
4. \*Tom Clark, Long Beach CCD
5. \*Charles Hayden, Jr. Desert CCD
6. \* Walter G. Howald, Coast CCD
7. Kathleen Burke-Kelly, Glendale CCD
8. \*Luis Villegas, Santa Barbara CCD
9. \*Mark Takano, Riverside CCD
- 10.