

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

**BOARD OF TRUSTEES
EL CAMINO COMMUNITY COLLEGE DISTRICT**

**Agenda, Monday, May 17, 2004
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of April 19, 2004**
- III. Presentations**
 - A. Manhattan Beach Unified School District Community Transition Program
Recognition of Professor Ken Mays
 - B. El Camino College Rotaract Club
- IV. Public Hearing – (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
*See Academic Affairs Agenda,
Pages 1-5*
Student and Community Advancement
*See Student & Community Advancement
Agenda, Pages 1-19*
Administrative Services
See Administrative Services Agenda, Pages 1-48
See Measure "E" Bond Fund Agenda, Pages 1-6
*See Human Resources Agenda,
Pages 1-11*
- VI. Non-Consent Agenda**
 - A. Public Comment
 - B. Board Meeting Time and Place

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

- A. Board of Trustees Report
- B. President's Report
- C. Academic Senate Report

IX. Closed Session

- A. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matter
 - 1 case
 - 2. Public Employee Performance Evaluation - President

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

Page No.

A.	Instructional Field Trip – Spring 2004.....	1
B.	Organizational Change – Human Development	1
C.	Proposed Curriculum Changes – Effective 2004-2005 Academic Year	1

A. INSTRUCTIONAL FIELD TRIP – SPRING 2004

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

June 24-27, 2004 – Professor Matthew Ebner – Geography 20 Class, estimated students 25, State Capitol Building and California History Museum, Sacramento; Donner Memorial State Park, Emerald Bay State Park, D.L. Bliss State Park, Lake Tahoe – depart 7:00 a.m. (6/24), return 6:00 p.m. (6/27) – Van transportation.

B. ORGANIZATIONAL CHANGE – HUMAN DEVELOPMENT

It is recommended that the Board approve the reassignment of the faculty and courses in Human Development from the Division of Humanities to the Division of Behavioral and Social Sciences, effective July 1, 2004.

The Human Development curriculum instills in students the foundation for success in general education courses, which comprise the majority of the offerings in the Behavioral and Social Sciences Division. The reassignment of Human Development from Humanities to Behavioral and Social Sciences, therefore, will lead to educational linkages that will promote student retention and success.

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

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

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

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

1. Child Development 99abc – Independent Study

Current Status/Proposed Change

~~No Transfer CSU~~ **Transfer CSU**

~~Independent study~~ **This course provides special advanced studies in Child Development for students wishing to undertake special studies** a subject field of early childhood education not covered in the ~~normal~~ **regular** departmental offerings. Regular conferences with the instructor are coordinated with assigned early childhood education projects (60 hours per unit).

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSES

1. Radiologic Technology 99abc - Independent Study
2. Respiratory Care 99abc - Independent Study

HUMANITIES DIVISION

INACTIVATE MAJOR

1. German

CHANGE IN MAJOR

1. French
Current Status/Proposed Change
French 1, 2, 3, 4; French 21ab and French 22ab OR one course from the following:
Additional courses to total a minimum of 4 units from the following: French or other
foreign languages courses; Art 3,4, English 15A, 15B, 35, 36, History 3, 4, 6, 10A, 10B
Total Units: 19-20

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Family and Consumer Studies 99abc – Independent Study
2. Quality Assurance 99abc - Independent Study

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

1. Administration of Justice 99abc - Independent Study
Current Status/Proposed Change
This is a course provides special advanced study studies in a subject field within of
Administration of Justice not covered in the regular departmental offerings. Regular
conferences with the instructor are coordinated with assigned laboratory work and research
Administration of Justice projects (60 hours per unit).
2. Architecture 99abc - Independent Study
Current Status/Proposed Change
This course provides special advanced studies in a subject field of Architecture not
covered in the regular departmental offerings. Regular conferences with the instructor

are coordinated with assigned ~~laboratory work and with research~~ Architecture projects (60 hours per unit).

3. Computer Aided Design/Drafting 99abc - Independent Study

Current Status/Proposed Change

This course provides special advanced studies in a subject field of Computer Aided Design/Drafting not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned ~~laboratory work and research~~ Computer Aided Design/Drafting projects (60 hours per unit).

4. Welding 99abc - Independent Study

Current Status/Proposed Change

This course provides special advanced studies in a subject field of Welding not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned ~~laboratory work and research~~ Welding projects (60 hours per unit).

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Environmental Technology 99abc - Independent Study

Current Status/Proposed Change

This course provides special advanced studies in a subject field of Environmental Technology not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned ~~laboratory work and research~~ Environmental Technology projects (60 hours per unit).

2. Fire and Emergency Technology 99abc - Independent Study

Current Status/Proposed Change

This course provides special advanced studies in a subject field of Fire and Emergency Technology not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned ~~laboratory work and research~~ Fire and Emergency Technology projects (60 hours per unit).

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

1. Automotive Technology 99abc - Independent Study

Current Status/Proposed Change

~~No Transfer CSU~~ Transfer CSU

This course provides special advanced studies in a subject field of Automotive Technology not covered in the regular departmental offerings. Regular conferences with the instructors are coordinated with assigned ~~laboratory work and research~~ Automotive Technology projects (60 hours per unit).

2. Construction Technology 99abc - Independent Study
 Current Status/Proposed Change
~~No Transfer CSU~~ Transfer CSU
 This course provides special advanced studies in a subject field of Construction Technology not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and research Construction Technology projects (60 hours per unit).

3. Fashion 99abc - Independent Study
 Current Status/Proposed Change
~~No Transfer CSU~~ Transfer CSU
~~Special~~ This course provides special advanced studies through an approved program of research, in a subject field work, seminars, or writing of Fashion not covered in the regular departmental offerings. ~~Student must spend three hours per week for each unit of credit. A maximum of three units of credit may be earned.~~ Regular conferences with the instructor are coordinated with assigned Fashion projects (60 hours per unit).

4. Machine Tool Technology 99abc - Independent Study
 Current Status/Proposed Change
~~No Transfer CSU~~ Transfer CSU
 This course provides special advanced studies in a subject field of Machine Tool Technology not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and research Machine Tool Technology projects (60 hours per unit).

5. Manufacturing Technology 99abc - Independent Study
 Current Status/Proposed Change
~~No Transfer CSU~~ Transfer CSU
 This course provides special advanced studies in a subject field ~~within~~ of Manufacturing Technology not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned laboratory work and research Manufacturing Technology projects (60 hours per unit).

6. Nutrition and Foods 99abc - Independent Study
 Current Status/Proposed Change
~~No Transfer CSU~~ Transfer CSU
~~Independent study~~ This course provides special advanced studies in a subject field of Nutrition and Foods for students wishing to undertake special studies not covered in the normal regular departmental offerings. Regular conferences with the instructor are coordinated with assigned Nutrition and Foods projects (60 hours per unit).

CHANGES IN CSU TRANSFERABILITY, CATALOG DESCRIPTION; COURSE REVIEW

1. Electronics and Computer Hardware Technology 99abc - Independent Study
Current Status/Proposed Change
~~No Transfer CSU~~ Transfer CSU
This course provides special advanced studies in a subject field ~~within~~ of Electronics and Computer Hardware Technology ~~not covered in the regular departmental offerings.~~
Regular conferences with the instructor are coordinated with assigned ~~laboratory work and research~~ Electronics and Computer Hardware Technology projects (60 hours per unit).

NATURAL SCIENCES DIVISION

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

Current Status/Proposed Change

1. Anatomy 32 - ~~Principles of General~~ Human Anatomy
Recommended Preparation: ~~eligibility for English 1A~~ Anatomy 30 or Biology 10 or Biology 1A; English 2R
~~Laboratory dissection of the cat, supplemented with charts and models~~ This in-depth course covers all eleven systems of the human body. ~~Separate studies of the~~ including related histology and pathology. The systems covered are skeletal, ~~nervous~~, muscular, nervous, integument, respiratory, digestive, ~~circulatory~~, reproductive, urinary, endocrine, ~~excretory and reproductive systems, and the tissues~~ immune, and lymphatic. Models of the human body ~~peculiar to each system.~~ and dissection of higher vertebrates are emphasized in laboratory. The course is ~~designed~~ for biology science, health-related, pre-nursing (Bachelor of Science in ~~Nursing~~), and pre-professional majors.

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

Page No.

A.	Field Trip.....	1
B.	Student Conference.....	1
C.	Organizational Change – Child Development Center.....	1
D.	Organizational Change – Health Center.....	1
E.	Community Education Program – Summer 2004.....	2, 3-15
F.	Temporary Casuals Employment.....	2, 16-19

A. FIELD TRIP

It is recommended that the Board approve the following student field trip for the El Camino College Language Academy (ECLA),

April 1, 2004 – Destyn LaPorte – Los Angeles County Museum, Los Angeles, California. Estimated students 23. Depart 11:00am; return 5:00pm. Transportation by bus.

B. STUDENT CONFERENCE

It is recommended that the Board approve attendance of the following students at the CalSACC 2004 Spring Conference, Sacramento, California, May 1-3, 2004, Sacramento, California. Expenses in the amount of \$3,067 to be paid from the Student Representation Fee Account. Advisor: Harold Tyler, Advisor

Kristoffer Bachmann, Luke Freiburghouse, Philip Gomez, Bryce Matson, Susan Stark, Kimberly Von Slomski

C. ORGANIZATIONAL CHANGE – CHILD DEVELOPMENT CENTER

It is recommended that the Board approve the reassignment of management, faculty and staff in the Child Development Center from the Division of Enrollment Services to the Division of Behavioral and Social Sciences, effective July 1, 2004. Included in this organizational change will be the reassignment of one Director, three full-time and one part-time faculty and two classified employees. Both divisions have consulted and are in agreement with this organizational change.

The reassignment of the Child Development Center from the Division of Enrollment Services to the Division of Behavioral and Social Sciences will lead to educational linkages that will promote the continued success of students enrolled in Childhood Education.

D. ORGANIZATIONAL CHANGE – HEALTH CENTER

It is recommended that the Board approve the reassignment of faculty and staff in the Health Center from the Division of Counseling and Student Services to the Division of Health, Sciences and Athletics, effective July 1, 2004. Included in this organizational change will be the reassignment of one nurse, two nurse practitioners, and two classified employees. Both divisions have consulted and are in agreement with this organizational change.

The reassignment of the Health Center from the Division of Counseling and Student Services to the Division of Health, Sciences and Athletics will provide a closer alignment for the Health Center and the Nursing program, and enhance the delivery of services to the campus community, and provide an opportunity for more professional development.

E. COMMUNITY EDUCATION – SUMMER 2004

It is recommended that the Board approve the Community Education Program for Summer 2004 as shown on pages 3 through 15. It is further recommended that payment to the instructors for the classes be based on specifications in the contract. The specification is either 1) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

F. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 16 through 19.

Community Education - Summer 2004

Title	Instructor	Rate of Pay	#mt gs	First Day	Day	Start	End	Add'l Dates	Room
Candle Making-Beginners	Abdul, Quayum	OptA	1	6/26	Sat	9:00 AM	12:00 PM		Artb215
Hurricane Candle Making	Abdul, Quayum	OptA	1	7/10	Sat	9:00 AM	12:00 PM		Artb215
Relax in the Bath: Soap Making	Abdul, Quayum	OptA	1	7/17	Sat	9:00 AM	12:00 PM		Artb215
Math Basics	Ampuero, Karen	\$29/hr	11	6/28	M-Th	9:00 AM	10:15 AM	thru 7/15	Adm206
Creative Writing-school & fun	Ampuero, Karen	\$29/hr	11	6/28	M-Th	10:30 AM	11:45 AM	thru 7/15	Adm206
Writing an "A" Report	Ampuero, Karen	\$29/hr	11	6/28	M-Th	12:45 PM	2:00 PM	thru 7/15	Artb15
Art Connections	Ampuero, Karen	\$29/hr	11	6/28	M-Th	2:15 PM	3:30 PM	thru 7/15	Artb15
Creative Writing-school & fun	Ampuero, Karen	\$29/hr	11	7/19	M-Th	9:00 AM	10:15 AM	thru 8/4 (ends Wed.)	Mu133
Writing an "A" Report	Ampuero, Karen	\$29/hr	11	7/19	M-Th	10:30 AM	11:45 AM	thru 8/4 (ends Wed.)	Mu133
Math Basics	Ampuero, Karen	\$29/hr	11	7/19	M-Th	12:45 PM	2:00 PM	thru 8/4 (ends Wed.)	Mu133
Creative Writing-school & fun	Ampuero, Karen	\$29/hr	11	7/19	M-Th	2:15 PM	3:30 PM	thru 8/4 (ends Wed.)	Mu133
Writer's Camp	Ampuero, Karen	\$29/hr	4	8/9	M-Th	9:00 AM	11:00 AM	thru 8/12	Socs108
Math Basics	Ampuero, Karen	\$29/hr	4	8/9	M-Th	11:15 AM	1:15 PM	thru 8/12	Socs108
Yoga for Fun & Fitness	Anderson, David	\$27/hr	11	6/28	M-Th	12:45 PM	1:45 PM	thru 7/15	PE2
Yoga for Fun & Fitness	Anderson, David	\$27/hr	11	6/28	M-Th	2:15 PM	3:15 PM	thru 7/15	PE2
Yoga for Fun & Fitness	Anderson, David	\$27/hr	11	7/19	M-Th	12:45 PM	1:45 PM	thru 8/4 (ends Wed.)	PE2
Yoga for Fun & Fitness	Anderson, David	\$27/hr	11	7/19	M-Th	2:15 PM	3:15 PM	thru 8/4 (ends Wed.)	PE2
Yoga Beginning	Anderson, David	OptA	10	6/26	Sat	10:30 AM	12:00 PM	thru 9/11; nc 7/3, 9/4	PE2
Get Wired-Make Your Own Jewelry	Barrera, Debbie	OptA	2	7/14	Wed	6:30 PM	9:30 PM	7/21	Artb215
Make Own WireWrapped Pendant	Barrera, Debbie	OptA	2	8/5	Thur	6:30 PM	9:30 PM	8/12	Socs105
20+ Ways to Use Digital Camera	BDG Online	\$25/stu	30	7/8	anytime			thru 8/7	online

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
When Pigs Fly (Silly Science)	BDG Online	\$25/stu	30	7/8	anytime			thru 8/7	online
Enigmas: Unsolved Mysteries	BDG Online	\$25/stu	30	7/13	anytime			thru 8/12	online
Stargazing-Virtual Reality Style	BDG Online	\$25/stu	30	7/15	anytime			thru 8/14	online
Zipper Connection:Fun w/Math	BDG Online	\$25/stu	30	7/27	anytime			thru 8/26	online
Exploring the Civil Way	BDG Online	\$25/stu	30	8/4	anytime			thru 9/3	online
20+ Ways to Use Digital Camera	BDG Online	\$25/stu	30	8/12	anytime			thru 9/11	online
Amazing Sea Creatures	BDG Online	\$25/stu	30	8/30	anytime			thru 9/29	online
Learn to Draw	Beuoy, Jean	\$23/hr	7	6/29	Tues	6:30 PM	9:00 PM	thru 8/17; nc 8/10	Artb211
Watercolor Painting	Beuoy, Jean	\$23/hr	7	7/10	Sat	9:00 AM	11:30 AM	thru 8/28; nc 8/14	Artb211
HT Become Special Event Planner	Binder, Farla	OptA	1	6/24	Thur	6:30 PM	9:30 PM		Socs203
HT Communicate w/Diff People	Burgraff, Roger	OptA	1	6/22	Tues	6:30 PM	9:30 PM		Socs204
HT Deal w/Conflicts/Confrontation	Burgraff, Roger	OptA	1	6/29	Tues	6:30 PM	9:30 PM		Socs204
Creative Writing-school & fun	Cheung, Matt	\$29/hr	11	6/28	M-Th	2:15 PM	3:30 PM	thru 7/15	Adm204
Creative Writing-school & fun	Cheung, Matt	\$29/hr	11	7/19	M-Th	3:45 PM	5:00 PM	thru 8/4 (ends Wed.)	Adm208
Writer's Camp	Cheung, Matt	\$29/hr	4	8/9	M-Th	2:00 PM	4:00 PM	thru 8/12	Socs109
Tour Info Night	Collette Vacations	0	1	7/22	Thur	7:00 PM	8:30 PM		Socs108
Italian Vistas	Collette Vacations	90%	12	3/4/05	Fri			thru 3/15	offcampus
Heritage of America	Collette Vacations	90%	9	4/16/05	Sat			thru 4/25	offcampus
Math Basics, Part A	Cridland, Shari	\$29/hr	11	6/28	M-Th	10:30 AM	11:45 AM	thru 7/15	Tech253
Great Grammar for Great Grades	Cridland, Shari	\$29/hr	11	6/28	M-Th	12:45 PM	2:00 PM	thru 7/15	Tech253
Spelling & Vocab Improvement	Curry-Jankans, Eunice	\$29/hr	11	6/28	M-Th	9:00 AM	10:15 AM	thru 7/15	Mu133
Writing an "A" Report	Curry-Jankans, Eunice	\$29/hr	11	6/28	M-Th	10:30 AM	11:45 AM	thru 7/15	Mu133
Writing the High School Essay	Curry-Jankans, Eunice	\$29/hr	11	6/28	M-Th	12:45 PM	2:00 PM	thru 7/15	Mu133
Spelling & Vocab Improvement	Curry-Jankans, Eunice	\$29/hr	11	6/28	M-Th	2:15 PM	3:30 PM	thru 7/15	Mu133
Study Skills for Success	Curry-Jankans, Eunice	\$29/hr	11	6/28	M-Th	3:45 PM	5:00 PM	thru 7/15	Mu133
Flashin' Physics & Wild Science	Destination Science	80%	5	7/26	M-F	9:00 AM	3:30 PM	thru 7/30	Act Ctr

May 17, 2004

Student and Community Advancement – Page 4

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Crazy Cyborg Tech	Destination Science	80%	5	8/2	M-F	9:00 AM	3:30 PM	thru 8/6	Act Ctr
Traditional Handmade Book	Deutsch, Lisa	OptA	1	7/24	Sat	9:00 AM	12:00 PM		Artb215
Japanese Bookbinding	Deutsch, Lisa	OptA	1	8/4	Wed	6:30 PM	9:30 PM		Artb211
Financial Tools-Bus Strategy	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
First Line Supervision	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Fund of Marketing	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Fund of Stat Process Control	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Fund. Budgeting Non-Financial Mgrs	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Grammar & Proofreading Course	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
HT Develop Strategic Plan	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
HT Manage Priorities	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
HT Plan & Mng Your Company	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
HT Write Marketing Plan	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Keeping Customers for Life	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Knock Socks Off Service	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Mgrs Guide to Financial Analysis	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Mnging Cust Satis Process	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Plan/Lead Productive Mtgs	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Planning Cash Flow	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Practical Problem-Solving Skls	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Presentation Success: HT Plan...	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Skls 4 Success: Secys & Admin	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Take Control w/Time Mgmt	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
What Managers Do	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	online
Financial Tools-Bus Strategy	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
First Line Supervision	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Fund of Marketing	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Fund of Stat Process Control	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Fund. Budgeting Non-Financial Mgrs	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Grammar & Proofreading Course	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
HT Develop Strategic Plan	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
HT Manage Priorities	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
HT Plan & Mng Your Company	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
HT Write Marketing Plan	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Keeping Customers for Life	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Knock Socks Off Service	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Mgrs Guide to Financial Analysis	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Mnging Cust Satis Process	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Plan/Lead Productive Mtgs	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Planning Cash Flow	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Practical Problem-Solving Skls	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Presentation Success: HT Plan...	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Skls 4 Success: Secys & Admin	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Take Control w/Time Mgmt	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
What Managers Do	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	online
Financial Tools-Bus Strategy	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
First Line Supervision	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Fund of Marketing	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Fund of Stat Process Control	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Fund. Budgeting Non-Financial Mgrs	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Grammar & Proofreading Course	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
HT Develop Strategic Plan	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
HT Manage Priorities	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
HT Plan & Mng Your Company	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
HT Write Marketing Plan	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Keeping Customers for Life	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Knock Socks Off Service	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Mgrs Guide to Financial Analysis	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Mnging Cust Satis Process	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Plan/Lead Productive Mtgs	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Planning Cash Flow	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Practical Problem-Solving Skls	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Presentation Success: HT Plan...	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Skls 4 Success: Secys & Admin	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Take Control w/Time Mgmt	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
What Managers Do	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Varies	e.Approach	\$59/stu	Unltd	6/17	Thur			90 days	Online
Varies	e.Approach	\$59/stu	Unltd	7/15	Thur			90 days	Online
Varies	e.Approach	\$59/stu	Unltd	8/19	Thur			90 days	online
Learn to Buy/Sell on eBay	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Digital Photography OUTPUT!	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Discover Digital Photography	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Secrets of Better Photography	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Accounting Fundamentals	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Admin. Asst. Applications	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Admin. Asst. Fundamentals	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Get Paid to Travel	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intro to Non-Profit Mgmt	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Publish It Yourself: Own Business	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Medical Terminology	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Project Mgmt @ eSpeed	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Communicating Like a Leader	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Fund Spvsn/Mgmt 1	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Fund Spvsn/Mgmt 2	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Individual Excellence: Secrets	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Leadership	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Project Mgmt Applications	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Project Mgmt Fundamentals	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intro to QuickBooks	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Payroll in QuickBooks	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intro to SQL	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Achieving Top Search Engine Positions	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Advanced Web Pages	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Creating Web Pages	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intermediate Web Pages	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intro to Dreamweaver	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intro to PC Troubleshooting	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Working with Your OS X iMac	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
C++ for the Absolute Beginner	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Advanced A+	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Basic A+ Cert	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Intermediate A+	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Genealogy Basics	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Debt Elimination Techniques	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Fast Track Fundraising	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Personal Finance	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Stocks, Bonds, & Investing, OhMy!	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
GED Test Prep	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Speed Spanish	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
A to Z Grantwriting	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Effective Business Writing	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Grammar Refresher	Ed 2 Go	Varies	12	6/16	W,F			thru 7/23	online
Digital Photography OUTPUT!	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Discover Digital Photography	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Secrets of Better Photography	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Accounting Fundamentals	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Admin. Asst. Applications	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Admin. Asst. Fundamentals	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Get Paid to Travel	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Intro to Non-Profit Mgmt	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Publish It Yourself: Own Business	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Medical Terminology	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Project Mgmt @ eSpeed	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Communicating Like a Leader	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Fund Spvsn/Mgmt 1	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Fund Spvsn/Mgmt 2	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Individual Excellence: Secrets	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Leadership	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Project Mgmt Applications	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Project Mgmt Fundamentals	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Intro to QuickBooks	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Payroll in QuickBooks	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Intro to SQL	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Achieving Top Search Engine Positions	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Advanced Web Pages	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Creating Web Pages	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Intermediate Web Pages	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Intro to Dreamweaver	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Learn to Buy/Sell on eBay	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	Online
Intro to PC Troubleshooting	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Working with Your OS X iMac	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
C++ for the Absolute Beginner	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Advanced A+	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Basic A+ Cert	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Intermediate A+	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Genealogy Basics	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Debt Elimination Techniques	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Fast Track Fundraising	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Personal Finance	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Stocks, Bonds, & Investing, OhMy!	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
GED Test Prep	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Speed Spanish	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
A to Z Grantwriting	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Effective Business Writing	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Grammar Refresher	Ed 2 Go	Varies	12	7/21	W,F			thru 8/27	online
Digital Photography OUTPUT!	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Discover Digital Photography	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Secrets of Better Photography	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Accounting Fundamentals	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Admin. Asst. Applications	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Admin. Asst. Fundamentals	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Get Paid to Travel	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intro to Non-Profit Mgmt	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Publish It Yourself: Own Business	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Medical Terminology	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Project Mgmt @ eSpeed	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Communicating Like a Leader	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Fund Spvsn/Mgmt 1	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Fund Spvsn/Mgmt 2	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Individual Excellence: Secrets	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Leadership	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Project Mgmt Applications	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Project Mgmt Fundamentals	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intro to QuickBooks	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Payroll in QuickBooks	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intro to SQL	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Achieving Top Search Engine Positions	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Advanced Web Pages	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Creating Web Pages	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intermediate Web Pages	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intro to Dreamweaver	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Learn to Buy/Sell on eBay	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intro to PC Troubleshooting	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Working with Your OS X iMac	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
C++ for the Absolute Beginner	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Advanced A+	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Basic A+ Cert	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Intermediate A+	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Genealogy Basics	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Debt Elimination Techniques	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Fast Track Fundraising	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Personal Finance	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Stocks, Bonds, & Investing, OhMy!	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
GED Test Prep	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Speed Spanish	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
A to Z Grantwriting	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Effective Business Writing	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Grammar Refresher	Ed 2 Go	Varies	12	8/18	W,F			thru 9/24	online
Various	Ed 2 Go	Varies	12	6/16	W,F			Thru 7/23	Online
Various	Ed 2 Go	Varies	12	7/21	W,F			Thru 8/27	Online
Various	Ed 2 Go	Varies	12	8/18	W,F			Thru 9/24	Online
Exploring Earth Sciences	Edirisinghe, Dulnari	\$29/hr	11	7/19	M-Th	3:45 PM	5:00 PM	thru 8/4 (ends Wed.)	Artb215
Ecology & the Environment	Edirisinghe, Dulnari	\$29/hr	11	7/19	M-Th	5:15 PM	6:30 PM	thru 8/4 (ends Wed.)	Artb215
Beginning French	Emmery, Laura	\$29/hr	11	6/28	M-Th	9:00 AM	10:15 AM	thru 7/15	Adm209
Beginning French	Emmery, Laura	\$29/hr	11	6/28	M-Th	10:30 AM	11:45 AM	thru 7/15	Adm209
Algebra 1, Part A	Emmery, Laura	\$29/hr	11	6/28	M-Th	12:45 PM	2:00 PM	thru 7/15	Adm209
Geometry, Part A	Emmery, Laura	\$29/hr	11	6/28	M-Th	5:15 PM	6:30 PM	thru 7/15	Adm209
Beginning French	Emmery, Laura	\$29/hr	11	7/19	M-Th	9:00 AM	10:15 AM	thru 8/4 (ends Wed.)	Adm209

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Beginning French	Emmery, Laura	\$29/hr	11	7/19	M-Th	10:30 AM	11:45 AM	thru 8/4 (ends Wed.)	Adm209
Algebra 1, Part B	Emmery, Laura	\$29/hr	11	7/19	M-Th	12:45 PM	2:00 PM	thru 8/4 (ends Wed.)	Adm209
Geometry, Part B	Emmery, Laura	\$29/hr	11	7/19	M-Th	5:15 PM	6:30 PM	thru 8/4 (ends Wed.)	Adm209
Bkping: Journals & GL	Farmer, Kevin	OptA	1	7/13	Tues	6:30 PM	9:30 PM		Socs204
Bkping: Income Stmt Analysis	Farmer, Kevin	OptA	1	7/20	Tues	6:30 PM	9:30 PM		Socs204
Bkping: Balance Sht Analysis	Farmer, Kevin	OptA	1	7/27	Tues	6:30 PM	9:30 PM		Socs204
Sml Bus Ser: Overview/Get Started	Farmer, Kevin	OptA	1	7/28	Wed	6:30 PM	9:30 PM		Socs112
Sml Bus Ser: Oper & Mgmt	Farmer, Kevin	OptA	1	8/4	Wed	6:30 PM	9:30 PM		Socs112
Get Going with QuickBooks	Farmer, Kevin	OptA	1	8/7	Sat	9:00 AM	3:00 PM		Bus4
Sml Bus Ser: Planning4Success	Farmer, Kevin	OptA	1	8/11	Wed	6:30 PM	9:30 PM		Socs112
Keep Going with QuickBooks	Farmer, Kevin	OptA	1	8/14	Sat	9:00 AM	3:00 PM		Bus4
Sml Bus Ser: Mkting, Promo	Farmer, Kevin	OptA	1	8/18	Wed	6:30 PM	9:30 PM		Socs112
Sml Bus Ser: Finance/Records	Farmer, Kevin	OptA	1	8/25	Wed	6:30 PM	9:30 PM		Socs112
You Can Write Hit Songs	Frederick, Robin	OptA	1	7/17	Sat	1:00 PM	4:00 PM		Socs109
Think Thin, Be Thin, Stay Thin	Genco, Frank	OptA	1	6/22	Tues	7:00 PM	9:30 PM		Socs108
Stop Smoking	Genco, Frank	OptA	1	7/15	Thur	7:00 PM	9:30 PM		Socs108
Self-Hypnosis for Self-Improvement	Genco, Frank	OptA	1	7/29	Thur	7:00 PM	9:30 PM		Socs108
Nego1: Art of Getting What You Want	Georgen, Pearl	OptA	1	6/30	Wed	6:30 PM	9:30 PM		Socs111
Nego2:How to Talk/What to Say	Georgen, Pearl	OptA	1	7/7	Wed	6:30 PM	9:30 PM		Socs111
He Said, She Said	Georgen, Pearl	OptA	2	7/12	Mon	6:30 PM	9:30 PM	thru 7/19	Socs111
Nego3:Mastery of the Art	Georgen, Pearl	OptA	1	7/14	Wed	6:30 PM	9:30 PM		Socs111
Nego4: Resolving Critical Issues	Georgen, Pearl	OptA	1	7/21	Wed	6:30 PM	9:30 PM		Socs111
Nego5: Secrets Effective Persuasion	Georgen, Pearl	OptA	1	7/28	Wed	6:30 PM	9:30 PM		Socs111
Nego6:Power Strategies	Georgen, Pearl	OptA	1	8/4	Wed	6:30 PM	9:30 PM		Socs111
Professional Mediator Course	Georgen, Pearl	OptA	4	8/7	Sat	9:00 AM	4:00 PM	thru 8/28, last day 1pm	Socs108
Nego7: Multiply Effectiveness	Georgen, Pearl	OptA	1	8/11	Wed	6:30 PM	9:30 PM		Socs111

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Keyboards...On-the-Spot Accompaniment	Hardman, Patrick	OptA	1	7/31	Sat	9:00 AM	12:00 PM		Busi5
Building High-Performance Teams	Harris, Shirley	\$40/hr+ \$5/stu	5	7/8	Thur	6:30 PM	9:30 PM	thru 8/5	Socs111
Great Grammar for Great Grades	Hines, Frederick	\$29/hr	11	6/28	M-Th	3:45 PM	5:00 PM	thru 7/15	Mu133
Spelling & Vocab Improvement	Hines, Frederick	\$29/hr	11	7/19	M-Th	9:00 AM	10:15 AM	thru 8/4 (ends Wed.)	PE28
Math Basics, Part B	Hines, Frederick	\$29/hr	11	7/19	M-Th	10:30 AM	11:45 AM	thru 8/4 (ends Wed.)	PE28
Great Grammar for Great Grades	Hines, Frederick	\$29/hr	11	7/19	M-Th	2:15 PM	3:30 PM	thru 8/4 (ends Wed.)	Adm206
Study Skills for Success	Hines, Frederick	\$29/hr	11	7/19	M-Th	3:45 PM	5:00 PM	thru 8/4 (ends Wed.)	Adm206
Geometry	Hines, Frederick	\$29/hr	4	8/9	M-Th	2:00 PM	4:00 PM	thru 8/12	Socs108
SAT Prep	Hines, Frederick	\$29/hr	6	8/9	M-W	4:15 PM	6:15 PM	thru 8/18	Socs108
SAT Prep	Hines, Frederick	\$29/hr	4	9/11	Sat	10:00 AM	1:00 PM	thru 10/2	Socs108
Turn Your Talent into a Business	Holden, Nancy	OptA	1	7/17	Sat	10:00 AM	1:00 PM		Socs111
Reading Clinics	IRD	var	5						
DreamBooks: Turn Your Book	Johnson, Belma	OptA	1	8/7	Sat	10:00 AM	3:00 PM		Socs111
The Listening Heart	Jones, R. Kent	OptA	1	7/19	Mon	6:30 PM	9:30 PM		Socs104
Beginning Guitar	Karkour, Nocy	OptA	6	6/21	Mon	6:30 PM	8:30 PM	thru 8/2; n/c 7/5	Socs105
Beginning Guitar for Kids	Karkour, Nocy	\$25/hr	11	6/28	M, Th	1:00 PM	2:00 PM	thru 8/4 (ends Wed.)	Th155
Beginning Guitar for Kids	Karkour, Nocy	\$25/hr	11	6/28	M,Th	2:15 PM	3:15 PM	thru 8/4 (ends Wed.)	Th155
Beginning Guitar	Karkour, Nocy	OptA	6	8/9	Mon	6:30 PM	8:30 PM	thru 9/20; n/c 9/6	Socs105
Creative Writing-school & fun	Khan, Rubina	\$29/hr	11	6/28	M-Th	2:15 PM	3:30 PM	THRU 7/15	Adm208
Study Skills for Success	Khan, Rubina	\$29/hr	11	6/28	M-Th	12:45PM	2:00 PM	thru 7/15	Adm208
Great Grammar for Great Grades	Khan, Rubina	\$29/hr	11	7/19	M-Th	12:45 PM	2:00 PM	thru 8/4 (ends Wed.)	Adm208
Spelling & Vocab Improvement	Khan, Rubina	\$29/hr	11	7/19	M-Th	2:15 PM	3:30 PM	thru 8/4 (ends Wed.)	Adm208
Fun with Art	Kneisley, Susan	\$29/hr	11	7/19	M-Th	2:15 PM	3:30 PM	thru 8/4 (ends Wed.)	Artb15
The Artist in You	Kneisley, Susan	\$29/hr	4	8/9	M-Th	11:15 AM	1:15 PM	thru 8/12	Artb15

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Scrapbooking & Writing Memories	Knowles, Sherri	\$29/hr	11	7/19	M-Th	10:30 AM	11:45 AM	thru 8/4 (ends Wed.)	Artb215
Scrapbooking & Writing Memories	Knowles, Sherri	\$29/hr	4	8/9	M-Th	2:00 pm	4:00 pm	Thru 8/12	Artb215
Stress Remedies	Koze, John	40%	1	7/13	Tues	6:30 PM	9:30 PM		Socs112
Real Estate Appraisal	Levitan, Les	OptA	1	8/4	Wed	7:00 PM	10:00 PM		Socs108
Life Drawing & Painting Marathons	LifePainting.Com	OptA	1	6/27	Sun	10:00 AM	5:00 PM		Artb205, 09
Life Drawing & Painting Marathons	LifePainting.Com	OptA	1	7/25	Sun	10:00 AM	5:00 PM		Artb205, 09
Life Drawing & Painting Marathons	LifePainting.Com	OptA	1	8/29	Sun	10:00 AM	5:00 PM		Artb205, 09
Tai Chi	Liu, Benny	OptA	8	7/10	Sat	9:00 AM	10:15 AM	thru 8/28;	PE230
Tai Chi Chuan	Liu, Benny	OptA	7	7/10	Sat	9:00 AM	10:15 AM	thru 8/28	PE230
Yoga Intermediate	Market, Simone	OptA	10	6/26	Sat	9:00 AM	10:15 AM	thru 9/11; nc 7/3, 9/4	PE2
Do You Have a Money Mouth?	Meza, Aaron	OptA	1	7/8	Thur	6:30 PM	9:30 PM		Socs112
Fabulous Location to Invest, Live...	Montwill, Gail	OptA	1	9/11	Sat	9:00 AM	4:30 AM	Opt tour 4:30-5:30	Socs106
HT Become a Mystery Shopper	Moran, Elaine	OptA	1	7/17	Sat	10:00 AM	4:00 PM		Socs108
Belly Dancing-Mixed Levels	Nakano, Jeanne	40%	7	7/10	Sat	10:30 AM	12:00 PM	thru 8/21	PE230
Belly Dancing-Intermediate	Nakano, Jeanne	40%	7	7/10	Sat	12:15 PM	1:30 PM	thru 8/21	PE230
My Chair Workout	Norris, Pamela	min \$20/hr	8	7/12	M, W	6:30 PM	7:30 PM	thru 8/4 (ends Wed.)	Café East
Become Notary Public	Notary Public Seminars	OptA	3	7/6	T,Th	6:30 PM	9:30 PM	test 7/10 9-11am; SS106	Socs108
Become Cert. Loan Signing Agent	Notary Public Seminars	OptA	1	7/18	Sun	9:00 AM	4:00 PM		Socs106
Become Notary Public	Notary Public Seminars	OptA	3	9/7	T,Th	6:30 PM	9:30 PM	test9/11 9-11am; Café East	Socs106
Become Cert. Loan Signing Agent	Notary Public Seminars	OptA	1	9/12	Sun	9:00 AM	4:00 PM		Socs106
Hormone Replacement Therapy	Plourde, Elizabeth	OptA	1	7/22	Thur	6:30 PM	9:30 PM		Socs111
Move to the Head of the Class	Railsback, Sherrie	OptA	2	7/19	M, W	5:00 PM	8:00 PM	7/21	Socs109
Algebra 1, Part A	Richards, Mark	\$29/hr	11	6/28	M-Th	9:00 AM	10:15 AM	thru 7/15	PE28
Algebra 2, Part A	Richards, Mark	\$29/hr	11	6/28	M-Th	10:30 AM	11:45 AM	thru 7/15	PE28
Algebra 1, Part B	Richards, Mark	\$29/hr	11	7/19	M-Th	9:00 AM	10:15 AM	thru 8/4 (ends Wed.)	Adm206
Algebra 2, Part B	Richards, Mark	\$29/hr	11	7/19	M-Th	10:30 AM	11:45 AM	thru 8/4 (ends Wed.)	Adm206

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Fair, Square & Legal	Rose, Shelley	\$40/hr+ \$5per student	5	7/6	Tues	6:30 PM	9:30 PM	thru 8/3	Socs205
Make Fortune Buying REO	Scott, Steve	OptA	1	8/8	Sun	9:00 AM	4:30 PM	Opt tour 4:30-5:30	Bus2
Reading & Math Clinics	SCRM	70%	4	7/12	M-Th	Various	Various	thru 8/5	offcampu s
Reading & Math Clinics	SCRM	70%	4	8/9	M-Th	Various	Various	thru 9/2	offcampu s
Conv. Spanish Beg 1	Shimko, Celina	OptA	6	6/22	T,Th	7:00 PM	9:00 PM	thru 7/8	Socs109
Spanish Beginning 1	Shimko, Celina	\$29/hr	11	6/28	M-Th	2:15 PM	3:30 PM	thru 7/15	Socs112
Spanish Beginning 1	Shimko, Celina	\$29/hr	11	6/28	M-Th	3:45 PM	5:00 PM	thru 7/15	Socs112
Conv. Spanish Beg 2	Shimko, Celina	OptA	6	7/13	T,Th	7:00 PM	9:00 PM	thru 7/29	Socs109
Spanish Beginning 2	Shimko, Celina	\$29/hr	11	7/19	M-Th	2:15 PM	3:30 PM	thru 8/4 (ends Wed.)	Socs112
Spanish Beginning 2	Shimko, Celina	\$29/hr	11	7/19	M-Th	3:45 PM	5:00 PM	thru 8/4 (ends Wed.)	Socs112
Conv. Spanish Intern 1	Shimko, Celina	OptA	6	8/3	T,Th	7:00 PM	9:00 PM	thru 8/19	Socs109
Beginning Tai Chi	Shozuya, Nadine	50%	6	6/27	Sun	9:00 AM	10:00 AM	thru 8/8	offcampu s
Fun with Music for Kids	So Calif Music School	40%	4	7/10	Sat	9:00 AM	10:00 AM	thru 7/31	TBD
Keyboard Kollege for Kids 1	So Calif Music School	40%	4	7/10	Sat	10:30 AM	11:30 AM	thru 7/31	Bus7
Keyboard Kollege for Kids 1	So Calif Music School	40%	4	8/7	Sat	9:00 AM	10:00 AM	thru 8/28	Bus7
Keyboard Kollege for Kids 2	So Calif Music School	40%	4	8/7	Sat	10:30 AM	11:30 AM	thru 8/28	Bus7
Pine Needle Basketry	Spier, Nadine	OptA	1	8/28	Sat	10:00 AM	4:00 PM		Artb15
C-BEST Prep & Review	Steiman, Henry	OptA	3	7/17	Sat	9:00 AM	4:00 PM	thru 7/31	Socs110
C-BEST Prep & Review- Math	Steiman, Henry	OptA	1	7/31	Sat	9:00 AM	4:00 PM		Socs110
Advanced Personal Development	Vindez, Danielle	OptA	4	7/6	Tues	6:30 PM	8:30 PM	thru 7/27	Socs104
Pre-Algebra, Part A	Wenkel, Wendy	\$29/hr	11	6/28	M-Th	10:30 AM	11:45 AM	thru 7/15	Socs111
Geometry, Part A	Wenkel, Wendy	\$29/hr	11	6/28	M-Th	12:45 PM	2:00 PM	thru 7/15	Socs111
Pre-Algebra, Part A	Wenkel, Wendy	\$29/hr	11	6/28	M-Th	2:15 PM	3:30 PM	thru 7/15	Socs111
Algebra 2, Part A	Wenkel, Wendy	\$29/hr	11	6/28	M-Th	3:45 PM	5:00 PM	thru 7/15	Socs111
Pre-Algebra, Part B	Wenkel, Wendy	\$29/hr	11	7/19	M-Th	10:30 AM	11:45 AM	thru 8/4 (ends Wed.)	Socs111

May 17, 2004

Student and Community Advancement – Page 14

Title	Instructor	Rate of Pay	Mtgs	First	Day	Start	End	Add'l Dates	Room
Geometry, Part B	Wenkel, Wendy	\$29/hr	11	7/19	M-Th	12:45 PM	2:00 PM	thru 8/4 (ends Wed.)	Socs111
Pre-Algebra, Part B	Wenkel, Wendy	\$29/hr	11	7/19	M-Th	2:15 PM	3:30 PM	thru 8/4 (ends Wed.)	Socs111
Algebra 2, Part B	Wenkel, Wendy	\$29/hr	11	7/19	M-Th	3:45 PM	5:00 PM	thru 8/4 (ends Wed.)	Socs111
Pre-Algebra	Wenkel, Wendy	\$29/hr	4	8/9	M-Th	9:00 AM	11:00 AM	thru 8/12	Socs109
Algebra 1	Wenkel, Wendy	\$29/hr	4	8/9	M-Th	11:15 AM	1:15 PM	thru 8/12	Socs109
Become a Cert. Tax Preparer	WHA Companies	OptA	5	6/26	Sat	8:00 AM	2:00 PM	thru 7/31; nc 7/3	Socs105
Everything to Know about Cats	White, Julie	OptA	1	7/24	Sat	10:00 AM	1:00 PM		Socs108
Tax Secrets Real Est. Wealth	Yee, Seewing	OptA	1	7/28	Wed	6:00 PM	10:00 PM		Socs104

-
1. Vicki Alvarado—Paraprofessional, \$15.00 per hour, Monday through Friday (varies), 6:00 am to 3:00 pm (varies), effective May 18, 2004 through June 30, 2004, Industry and Technology, Academic Affairs Area, to assist Reserve Academy Coordinator and instructors with POST certificates, course announcement, and other duties as assigned. Funded by the District.
 2. Mark Bergin – Math Tutor VII, \$18.50 per hour, Tuesdays, 9:30am through 2:30pm, effective June 21, 2004, 2004 through June 30, 2004, Division of Mathematical Sciences, Academic Affairs Area, to tutor advanced Math class students at Math Study Center. Funded by the District.
 3. John Campbell—Paraprofessional, \$16.00 per hour, Monday through Wednesday, up to 16 hours per week, 9:30 am to 6:00 pm, effective January 1, 2004 through June 30, 2004, California Virtual Campus, Academic Affairs Area, to provide assistance in designing, programming, testing, maintaining, and supporting web servers and services. Funded by California Virtual Campus Grant.
 4. Christina Danielson—Paraprofessional, \$10.00 per hour, one day a week, 8 hours per day, effective May 18, 2004 through June 30, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist with record keeping for the Radiologic Program. Funded by the District.
 5. Renee F. Dorn—Paraprofessional I, \$20.00 per hour, Monday through Friday, 7:45 am to 4:00 pm, effective April 20, 2004 through June 30, 2004, Vice President–Student and Community Advancement, Student and Community Advancement area, to assist in the daily support of operation activities, maintaining and development of reports and documents, perform responsible budget-related duties; provide staff support to special projects and task forces. Funded by the District.
 6. Kevin Duncan—Summer Camp Director, \$25.00 per hour, Wednesday night only, 3-4 hours per week, effective June 23, 2004 through June 30, 2004, Health Sciences and Athletics, Academic Affairs Area, to organize and monitor Summer High School Passing League. Fee base funded - Football Passing League.
 7. Manolita Formanes – Math Tutor VII, \$18.50 per hour, Monday, Wednesday and Friday, effective June 21, 2004 through June 30, 2004, Division of Mathematical Sciences, Academic Affairs Area, to tutor advanced Math class students at the Math Study Center. Funded by the District.

8. Martha B. Gamarro—Office Aide II, \$7.25 per hour, Monday through Thursday, 8:00 am to 4:30 pm, effective June 14, 2004 through June 30, 2004, Community Education/Community Advancement, Student and Community Advancement Area, to provide customer service activities, filing, general office duties. Funded by Community Education income.
9. Joyce Joaquin—Teacher Assistant IV, \$11.50 per hour, Monday through Thursday, 9:00 am to 9:00 pm (varies), effective April 20, 2004 through June 30, 2004, Industry and Technology, Academic Affairs Area, to assist the faculty with filing, test preparation/grading, maintain web site, and fashion show preparation. Funded by the District.
10. Anne Marin—Stage Assistant IV, \$9.00 per hour, Monday through Sunday (varies), 9:00 am to 12:00 pm (varies), effective May 10, 2004 through June 30, 2004, Fine Arts, Academic Affairs Area, to assist stage crew with lighting, carpentry, costumes, and sound. Funded by the District.
11. Pamela Moore – Program Assistant II, \$9.00 per hour, Monday through Friday, 20 to 40 hours per week, effective May 18, 2004 through June 30, 2004, Division of Counseling and Student Services, Student and Community Advancement Area, to provide general office support. Funded by the District.
12. Anita O'Dell—Teacher Assistant I, \$6.75 per hour, Monday through Friday, 6:45 am to 5:30 pm (varies), effective May 18, 2004 through June 30, 2004, Child Development Center/Enrollment Services, Student and Community Advancement Area, to assist in the classroom and the supervision of the children. Funded by Fund 33.
13. Lorena Perez – Paraprofessional, \$12.00 per hour, Monday through Thursday, 8:00am through 4:30pm, effective May 18, 2004 through June 30, 2004, EOP&S/CalWORKS/CARE, Counseling & Student Services, Student and Community Advancement Area, to assist Advisor in preparation and the tracking of documents for book vouchers and grants and other duties for the program. Funded by EOP&S/CalWORKS/CARE funds.
14. Mohammad Rahnavard – Math Tutor VII, \$18.50 per hour, Monday through Thursday, 4:30pm to 6:30pm, effective June 21, 2004 through June 30, 2004, Division of Mathematical Sciences, Academic Affairs Area, to tutor advanced Math class students at the Math Study Center. Funded by the District.

15. James Taylor – Math Tutor VII - \$18.50 per hour, Monday, Wednesday and Thursday, 9:30am to 12:00pm, effective June 21, 2004 through June 30, 2004, Division of Mathematical Sciences, Academic Affairs Area, to tutor advanced math class students at the Math Study Center. Funded by the District.
16. Erxiang (Eric) Wang – Professional I, \$27.50 per hour, Monday, Wednesday and Thursday, 8:30 am to 12:00pm; 12:30pm to 3:30pm, effective June 21, 2004 through June 30, 2004, Division of Mathematical Sciences, Academic Affairs Area, Math Tutoring supervision and coordination. Provide administrative support to the Dean of Mathematical Sciences related to the Math tutoring program. Funded by the District.
17. Claude Wezeman – Math Tutor VII, \$18.50 per hour, Monday through Thursday, 2:30pm to 4:30pm, effective June 21, 2004 through June 30, 2004, Division of Mathematical Sciences, Academic Affairs Area, to tutor advanced Math class students at the Math Study Center. Funded by the District.
18. Julia Young—Paraprofessional, \$17.00 per hour, Monday through Thursday (varies), 9:00 am to 9:00 pm (varies), effective April 20, 2004 through June 30, 2004, Fine Arts, Academic Affairs Area, to model for the life drawing and painting classes. Funded by District funds.
19. Debra Zavala – Paraprofessional, \$15.00 per hour, Monday through Friday (varies), 8:00 am – 5:00 pm (varies), effective May 18, 2004 through June 30, 2004, Industry and Technology, Academic Affairs Area, to assist Fire Technology Coordinators with scheduling, customer service, rosters and grade sheets, and other duties as needed. Funded by the District.
20. The following individuals to work as Coaching Assistant I, \$16.25 per hour, 14 hours per week, effective June 14, 2004 through June 30, 2004, Health Sciences & Athletics, Academic Affairs Area, to teach a Summer Youth Swim camp program. Fee base funded – Summer Youth Swim Camp.

Shelly Benner

Alicia Foley

Raven Laroux

Jose Ortiz

Rick Pieper

Saori Sekiguchi

Amanda Whitehead

Casey Willeman

Kristina Dahlin

Ken Furuta

Deniece Kuwahara

Karen Miller

Yoriko Pena

Barbara Roberts

Jennifer Tucker

Jennifer Whitehead

Lara Williams

Melissa Delzeit

Genevieve Garcia

Jackie Kwan

Abigail Nugent

Rebecca Peterson

Karin Robinson

Maggie Vera

Jana Wiancki

Angie Zeller

21. The following individual to work as Summer Camp Coach, \$12.00 per hour, Monday through Friday, 32 hours per week, effective June 21, 2004 through June 25, 2004, Health Sciences and Athletics, Academic Affairs Area, to direct a Summer Youth Softball camp. Fee base funded – Summer Youth Softball Camp

Becky Nadell

22. The following individuals to work as Summer Camp Coach, \$12.00 per hour, Monday through Friday, 32 hours per week, effective June 28, 2004 through June 30, 2004, Health Sciences and Athletics, Academic Affairs Area, to direct a Summer Youth Baseball camp. Fee base funded – Summer Youth Baseball Camp.

Scott Hild, Ryan Kisner, Shane Schumaker

23. The following individuals to work as Teacher Assistant IV, \$11.50 per hour, Monday through Saturday (varies), 8:00 am – 6:00 pm (varies), effective May 18, 2004 through June 30, 2004, Industry and Technology, Academic Affairs Area, to assist faculty with filing, test grading, and assist students on lab floor. Funded by the District.

Nancie Mack

Linda Richardson

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

	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Reports	1
B. Tentative Budget 2003-2004	2
C. Purchase of Supplies, Equipment and Services for FY 2004-2005	2
D. Resolution - SWACC	2
E. Resolution – Southern California Community College Workers’ Compensation JPA	2
F. Contracts/Personal Service Agreements/Pioneer Theaters	2
G. Public Works Project Science Complex – Change Orders	3
H. New Board Policies – First Read	4
I. Revised Board Policies – First Read	5
J. Purchase Orders	43

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

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

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

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

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

**FISCAL YEAR 2003-04
Quarter Ended (Q3) March 31, 2004**

<u>General Fund</u>	<u>2003-04 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$3,300,201	\$1,464,929	73.13%
State	48,785,298	36,555,073	74.93%
Local	40,256,910	29,288,469	72.75%
Interfund Transfers	<u>350,000</u>	<u>481,425</u>	137.55%
Total Income	\$92,692,409	\$67,789,896	
APPROPRIATIONS			
Academic Salaries	\$38,238,321	\$26,094,503	68.24%
Classified Salaries	25,268,012	16,566,489	65.56%
Staff Benefits	15,308,115	17,211,627	112.44%
Supplies/Books	2,469,477	1,373,131	55.60%
Other Operating Expenses	10,401,833	6,886,833	66.21%
Capital Outlay	647,060	374,522	52.66%
Other Outgo	<u>705,500</u>	<u>662,403</u>	74.35%
Total Appropriations	\$93,038,318	\$69,169,508	

B. TENTATIVE BUDGET 2004-2005

It is recommended that the Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, General Obligation Bond, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance and Bookstore for the 2004-05 fiscal year be received by the Board for review and adoption at the June 21, 2004, meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

C. PURCHASE OF SUPPLIES, EQUIPMENT AND SERVICES FOR FY 2004-2005

It is recommended that the Board of Trustees authorize the Vice President – Administrative Services, or his designee, to request bids and place orders for the purchase of supplies, equipment and services for the 2004-2005 fiscal year. This is necessary in order to have instructional supplies and equipment available at the time school opens and still adhere to the District Purchasing Calendar.

D. RESOLUTION – SWACC

It is recommended that the Board of Trustees approve Rocky Bonura, Director of Risk Management, as the Alternate to the SWACC Board of Directors.

E. RESOLUTION – SOUTHERN CALIFORNIA COMMUNITY COLLEGE WORKERS' COMPENSATION JPA

It is recommended that the Board of Trustees name Rocky Bonura, Director of Risk Management, as the Member, and Pamela Fees, Business Manager, as the Alternate to the SCCWC JPA Board of Directors.

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

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

PIONEER THEATRES, INC. Real property agreement for the lease of District's parking lot at the southwest corner of Redondo Beach Boulevard and Crenshaw Boulevard (north of the Child Development Center and east of the flood control channel), for the period June 1, 2004 through May 31, 2009, with an option to extend for an additional five-year period at the same cost for the lessee, \$180,000/year for ten years. Parking lot will provide over-capacity passenger vehicle parking space for the Radium. Revenue: \$15,000 per month (\$180,000/year).

May 17, 2004

Administrative Services -2

G. PUBLIC WORKS PROJECT SCIENCE COMPLEX – CHANGE ORDERS

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

Contractor	Amount
Bickerton Iron	\$7,240.00
Circulating Air	1,139.00
Conrod	3,178.00
DK Mechanical	3,887.00
Dynalectric	43,336.00
Isec	7,938.00
Pacific Carpet	1,864.00
TOTAL	\$68,582.00

1. Revised network equipment, switches, modules, battery back-up (uninterruptible power supply), etc. due to manufacturer discontinuing specified model between the time specifications were written and the time of the order. \$ 24,836
2. Replace Steel grates for under-building access. Spacing on actual grate louvers is too wide and could cause tripping hazard. \$ 7,240
3. Various concrete fixes and patches: patch in room B125 wall (unacceptable existing finish), patch existing courtyard vault covers (unacceptable existing finish), apply colored topper on crawl space access areas to match new courtyard finishes. \$ 3,178
4. Add 2” conduits for the ability to connect Teachers Station to Audio Video cabinets with multimedia cabling. \$ 6,803
5. Additional cost related to installation of piping at teacher benches in lecture rooms due to constricted work areas due to installation of surrounding work. \$3,887

Reimbursement of the cost of the following change orders will be requested from the architect of record, as the items were omitted or incorrectly specified in the construction drawings.

1. Add electrical receptacles and associated wiring for teachers’ stations in Chemistry lecture rooms. \$ 3,008
2. Provide increased capacity electrical motor starters; original specified starters were underpowered. \$ 6,384
3. Furnish outdoor covers for HVAC equipment; indoor enclosures previously specified are not code compliant. \$ 2,306
4. Revised room and wayfaring signage. \$ 7,938
5. Return of incorrect carpeting. \$ 1,864
6. Installation of aluminum wall louver in area where previous HVAC ducting was located \$ 1,139

H. NEW BOARD POLICIES – FIRST READ

It is recommended that the Board of Trustees accept the following new Board policy for first read.

7345 Catastrophic Leave Program

This policy is shown below.

Board Policy 7345

Catastrophic Leave Program

The Board of Trustees wishes to minimize the adverse impact of catastrophic illness or injury to employees of the District. This policy authorizes implementation and continuance of a catastrophic leave program to permit employees of the District to donate eligible credits to an employee when that employee or member of his or her family suffers from a catastrophic illness or injury.

The Superintendent/President shall establish administrative procedures to operate the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

Reference:

Education Codes Section 87045
Collective Bargaining Agreements

El Camino College Policy

Adopted:

May 17, 2004

Administrative Services 4

I. REVISED BOARD POLICIES - FIRST READ

It is recommended that the Board of Trustees accept the following revised Board policies for first read.

<u>Revised Policy</u>	<u>Replaces</u>
2730 Health Benefits	9160
6750 Parking	3592
7340 Leaves of Absence	4234, 4240, 4231, 4241, 4243, 4244, 4245, 4247, 4248, 4321,4323, 4324

These policies are shown below.

Board Policy 2730 9160

Health Benefits

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs.

The District shall provide the same insurance program and premiums for elected or appointed members of the Board as the District provides to its management employees.

Premiums for the District medical insurance program shall be provided for members of the Board of Trustees who ~~retire~~ leave Board service after the age of fifty-five (55) years until the age of sixty-five (65) years who have served twelve years or more on a ~~California Board of Trustees~~ this Board. The District shall also make available to such ~~retirees~~ former trustees medical insurance for eligible dependents with the cost of such coverage to be at the expense of the ~~retiree~~ former trustee, provided such option for dependent coverage is made when the ~~retiree~~ former trustee is first eligible. ~~This section shall be effective January 1, 1981.~~

Members of the Board of Trustees who served for eight years or more on this Board and ~~retire~~ leave Board service after age fifty-five (55) years may, at their expense, continue until the age of sixty-five (65) their medical insurance for themselves and eligible dependents.

Reference:

Government Code Section 53201

El Camino College
Adopted:

May 17, 2004

Administrative Services -6

Board Policy 6750

Parking

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the college district.

Reference:

Education Code Section 76360;
Vehicle Code Section 21113

El Camino College
Adopted:

Replaces Board Policy # 3592 (This policy will be continued as administrative procedures).

May 17, 2004

Administrative Services -7

**** Pages 8, 9 and 10 are left blank intentionally, Board policy 3592 is not available electronically**

Board Policy 7340

Leaves of Absence

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- (1) illness leaves for regular employees including the care of family members
- (2) vacation leave
- (3) leave for service as an elected official of a community college district, public employee organization, or any statewide or national employee organizations with which the local organization is affiliated
- (4) leave of absence to serve as an elected member of the legislature
- (5) pregnancy leave
- (6) use of illness leave for personal necessity
- (7) industrial accident or industrial injury leave
- (8) bereavement leave
- (9) jury service or appearance as a witness to court
- (10) military service leave
- (11) sabbatical leave

Vacation balances in excess of 30 days as of fiscal year end (June 30) must be used prior to calendar year end (December 31). Vacation days earned from July through December shall not be included in the 30-day limitation from the prior fiscal year. In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for the other purposes or for other periods of time, including extended disability leave and family care leave.

Reference:

Education Codes Sections 87763 et seq. and 88190 et seq.
Education Code Sections 87036, 87037, 87700, 87701, 87766, 87768.5,
87784, 88193, 88207, 88210
Government Code Section 12945

El Camino College Policy
Adopted:

Replaces Board Policies 4231, 4234, 4240, 4241, 4243, 4244, 4245, 4247, 4248, 4321, 4323, 4324 (These policies will be continued as administrative procedures).

May 17, 2004

Administrative Services -11

Pages 12 through 42 LEFT BLANK INTENTIONALLY, Policies 4231, 4234, 4240, 4241, 4243, 4244, 4245, 4247, 4248, 4321, 4323, 4324 are not available electronically

J. PURCHASE ORDERS

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

Run Date

4/30/2004

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 5-17-2004

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0062270	Marianna West	Cosmetology	Instructional Supplies	\$1,978.71
P0062311	Law Enforcement Equipment Co.	Administrative Of Ju	Instructional Supplies	\$364.24
P0062368	Epson Accessories, Inc	Art Department	Art Dept Copier Supplies	\$1,674.85
P0062428	Location Sound Corp.	VATEA Medial / TV	New Equipment - Instructi	\$2,774.97
P0062441	Music Library Service Company	Music	Instructional Supplies	\$1,009.69
P0062447	CCS Presentation Systems, Inc.	00-01 P4E CISCO ACAD	Instructional Supplies	\$6,963.46
P0062450	Antique Electronic Supply	Electronics	Instructional Supplies	\$81.48
P0062473	Mass Press	Community Advancement	Telephone	\$33.56
P0062482	Greenwood Publishing Group	Transfer Center	Other Books	\$103.37
P0062483	INCAT Systems, Inc.	CADD	Data Processing Rentals	\$4,500.00
P0062495	B & H Photo-Video	Ed & Community Devel	New Equipment – Noninstruc.	\$619.30
P0062496	Steve Shackelford	TECHNOLOGY & DIVERSI	Contract Services	\$50.00
P0062497	William M. Yates	Mini Grant #8/#9	Non-Instructional Supplies	\$3,122.86
P0062498	Computergeeks.Com	IDRC - Aerospace Gra	New Equipment – Noninstruc.	\$3,803.10
P0062499	Hitt Marking Devices	EOPS	Non-Instructional Supplies	\$51.97
P0062501	H.W. Wilson	Instructional Service	Library Books	\$3,340.62
P0062502	Pbs Home Video Cat. Mail Order Ce	Film Rental	Instructional Supplies	\$607.43
P0062503	Child Welfare League of America	Foster Care Ed 03-04	Other Services	\$550.00
P0062504	American Society of Radiologic	Film Rental	Instructional Supplies	\$199.53
P0062505	Delmar Learning Executive Wood	Film Rental	Instructional Supplies	\$1,987.74
P0062506	Nasco	Film Rental	Instructional Supplies	\$229.46
P0062507	Mass Press	WPLRC State Leadersh	Non-Instructional Supplies	\$33.56
P0062508	Health Edco Inc	Film Rental	Instructional Supplies	\$418.61
P0062509	Mass Press	WPLRC State Leadersh	Non-Instructional Supplies	\$33.56
P0062510	Amazon.Com Corporate Credit	Film Rental	Instructional Supplies	\$23.94
P0062511	A & E Home Video	Film Rental	Instructional Supplies	\$61.54
P0062512	Pbs Video Attn: Customer Service	Film Rental	Instructional Supplies	\$34.04
P0062513	Insight Media	Film Rental	Instructional Supplies	\$101.34
P0062514	Phoenix Learning Group	Film Rental	Instructional Supplies	\$91.55
P0062515	Us Armor Corp	Parking-Student Perm	New Equipment – Noninstruc.	\$1,826.94

May 17, 2004

Administrative Services -43

P0062516	Offside Sports Attn: David Cassor	Resp Therapy	Non-Instructional Supplies	\$900.21
P0062517	Cisco Systems	Remodel Financial	Site Improvements	\$4,627.71
P0062518	The Ritz Carlton Hotel Company	Specialty Beverage	Conferences Mgmt	\$1,087.56
P0062519	Qualitone Industries, Inc.	Learning Center	Instructional Supplies	\$209.53
P0062520	Computerland of Silicon Valley	Learning Center	Instructional Supplies	\$174.56
P0062521	Signal Electronics	Learning Center	Instructional Supplies	\$1,093.90
P0062522	Pc Mall Gov Inc.	Film Rental	Instructional Supplies	\$1,187.90
P0062523	The Tape Company	Film Rental	Instructional Supplies	\$451.32
P0062524	Bryco Products	Audio/Visual	Instructional Supplies	\$899.66
P0062525	Highsmith Company Inc.	Division Office Inst	Instructional Supplies	\$1,651.63
P0062527	Los Angeles County Office of Educ	Human Resources	Dues And Memberships	\$7,344.00
P0062528	Nasfaa	Administration	Dues And Memberships	\$1,579.00
P0062529	A-1 Florist	Student Affairs	Non-Instructional Supplies	\$184.02
P0062530	Datatel, Inc.	Administration	Training	\$5,450.00
P0062531	American Express Travel	Administration	Training	\$611.20
P0062532	American Express Travel	Administration	Training	\$567.70
P0062533	Code Blue Corporation	Electric Shop	Non-Instructional Supplies	\$630.00
P0062534	Minolta Business Systems, Inc.	Job Placement	Non-Instructional Supplies	\$225.00
P0062535	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$270.61
P0062536	Shred-It California	Health, Safety	Non-Instructional Supplies	\$528.00
P0062538	Delos International, Inc.	Artes de El Camino	Contract Services	\$155.54
P0062539	Coctyc	Chemistry	Dues And Memberships	\$25.00
P0062540	American Express Travel	Campus Police Depart	Conferences Mgmt	\$19.00
P0062541	Phyllis S. Fowler	Fine Arts	Non-Instructional Supplies	\$200.00
P0062542	M & N Trophies	Resp Therapy	Non-Instructional Supplies	\$71.45
P0062544	Sims Welding Supply	Welding	Repairs Parts And Supplies	\$334.21
P0062545	Lab Safety Supply Company	Art Department	Instructional Supplies	\$324.10
P0062546	Sammy's Camera	Public Information	Non-Instructional Supplies	\$3,355.75
P0062548	United Rentals	Facilities/Planning	Repairs Noninstructional	\$187.50
P0062549	American Express Travel	Human Resources	Conferences Mgmt	\$238.40
P0062550	J. M. Mckinney Co.	Plumbing Shop	Non-Instructional Supplies	\$287.95
P0062552	Continental Business Machines, In	Information Technolo	Non-Instructional Supplies	\$172.33
P0062553	Jolene S. Combs	Humanities	Non-Instructional Supplies	\$348.40
P0062554	Signature Party Rental	Graduation Dais	Other Rentals	\$3,277.00
P0062555	Archie Ivy, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,925.00
P0062556	Pacific Palms	Careers in Child Car	Conferences Faculty	\$270.00
P0062557	Bozena Morton	NIS Partnership Grant	Travel And Conference Exp	\$115.00
P0062558	Pepnet Resource Center California	VATEA Special Resource	Non-Instructional Supplies	\$40.00
P0062559	Sign Media, Inc.	VATEA Special Resource	Non-Instructional Supplies	\$164.75
P0062560	Harris Communication	VATEA Special Resource	Non-Instructional Supplies	\$44.40
P0062561	Gallaudet University American Ann	VATEA Special Resource	Non-Instructional Supplies	\$221.34
P0062562	A-1 Office Plus	VATEA Special Resource	New Equipment - Instructi	\$1,329.56
P0062563	A-1 Office Plus	VATEA Special Resource	New Equipment - Instructi	\$1,190.48
P0062564	Circuit City	VATEA Special Resource	New Equipment - Instructi	\$248.95

P0062565	Highsmith Company Inc.	VATEA Special Resource	New Equipment - Instructi	\$2,737.93
P0062566	NFPA	Foster Care Ed 03-04	Conferences Other	\$265.00
P0062567	Rounds, Miller and Associates	SBDC Program Income	Contract Serv Temp Agenci	\$150.00
P0062568	Institute of Cultural Affairs	ILP 10/1/03 thru 06	Instructional Supplies	\$134.00
P0062569	S & B Food Services Catering Serv	Administration	Non-Instructional Supplies	\$3,250.00
P0062570	Pitney Bowes Inc.	Title V CSUDH	Postage	\$116.91
P0062571	Mid City Mailing Services	SBA 1/1/04 to 12/31	Postage	\$310.00
P0062572	Forbes	SBA 1/1/04 to 12/31	Other Books	\$10.00
P0062573	Grischow Training & Consulting	Administration	Contract Services	\$500.00
P0062574	Pc Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$114.56
P0062575	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$1,461.38
P0062577	Johnstone Supply	Air Conditioning And	Instructional Supplies	\$2,726.19
P0062578	Construction Hardware Company	Remodel Financial	Site Improvements	\$342.87
P0062579	South Bay Scaffold	Facilities/Planning	Repairs Noninstructional	\$6,075.00
P0062580	Mass Press	SBDC Program Income	Non-Instructional Supplies	\$137.48
P0062581	Scantron Corporation	Chemistry	Instructional Supplies	\$126.88
P0062582	Lipo Visuals, Inc.	ILP 10/1/03 thru 06	Instructional Supplies	\$260.00
P0062583	Boise Cascade	Humanities	Non-Instructional Supplies	\$170.24
P0062584	Xerox Corporation	Financial Aid	Maintenance Contracts	\$203.26
P0062585	Cook Machine & Engineering	Facilities/Planning	Repairs Noninstructional	\$3,150.08
P0062586	Hitt Marking Devices	Administration	Non-Instructional Supplies	\$27.34
P0062587	S & B Food Services Catering Serv	DSPS	Conferences Mgmt	\$177.75
P0062588	Allsteel Inc. C/O Corporate Busin	Remodel Financial	Site Improvements	\$13,607.85
P0062589	Keenan & Associates	Purchasing and Busin	Excess Property	\$1,950.00
P0062590	Cal Western Paint	Fine Arts	Non-Instructional Supplies	\$269.75
P0062591	Boyce Forest Products	Fine Arts	Non-Instructional Supplies	\$344.75
P0062592	Southland Lumber	Fine Arts	Non-Instructional Supplies	\$684.99
P0062593	Glendale Community College	Counseling Office	Conferences Faculty	\$70.00
P0062594	Monica C. Baca	Fine Arts	Non-Instructional Supplies	\$100.00
P0062595	Thompson Trophy	Staff Development	Non-Instructional Supplies	\$35.18
P0062596	World Future Society	Career Center	Publications/ Periodicals	\$90.00
P0062597	Icon Blue	Counseling Office	Non-Instructional Supplies	\$14.20
P0062598	Franklin Covey	Counseling Office	Non-Instructional Supplies	\$41.27
P0062599	Pacific Coachways	Counseling Office	Non-Instructional Supplies	\$383.59
P0062600	Quantum Signs & Graphics	Counseling Office	Non-Instructional Supplies	\$425.00
P0062601	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$119.20
P0062602	West-Star Construction	Facilities/Planning	Repairs Noninstructional	\$448.68
P0062603	Rotary Club of Hawthorne	Presidents Office	Dues And Memberships	\$415.00
P0062604	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$123.70
P0062605	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$317.27
P0062606	Flowers by Sara	Financial Aid	Non-Instructional Supplies	\$235.99
P0062607	Mark Costello Company	Hazmat	Waste Disposal	\$1,540.75
P0062608	A-1 Doctor Tint	Facilities/Planning	Repairs Noninstructional	\$100.00

P0062609 Chronicle of Higher Education

Administration Dues And Memberships \$45.

P0062610	American Express Travel	Financial Aid	Conferences Mgmt	\$225.68
P0062611	Kinko's Attn: Liz Vazquez	Administration	Non-Instructional Supplies	\$487.13
P0062612	Mass Press	Title V Activity II	Non-Instructional Supplies	\$34.64
P0062613	Collegiate Cap & Gown Company	Commencement Expense	Other Rentals	\$538.60
P0062614	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$297.24
P0062616	S & B Food Services Catering Serv	Counseling Office	Non-Instructional Supplies	\$142.50
P0062617	American Express Travel	Foster Care Ed 03-04	Conferences Other	\$389.34
P0062619	CCUG Southern Chapter	Parking-Student Perm	Dues And Memberships	\$50.00
P0062620	Matson Printing	Warehouse	Inventories, Stores, Prep	\$2,559.03
P0062621	Digi-Key	Electronics	Instructional Supplies	\$149.42
P0062622	Johnson Company	Health, Safety	Non-Instructional Supplies	\$332.12
P0062623	American Express Travel	Staff Diversity	Conferences Mgmt	\$119.20
P0062624	Nextel Communications Gil Dheming	Public Information	Non-Instructional Supplies	\$207.60
P0062625	Geac Library Solutions	Division Office Inst	Maintenance Contracts	\$21,001.68
P0062626	Information Today, Inc.	Instructional Service	Library Books	\$213.00
P0062627	Torrance Hilton At South Bay	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$87.69
P0062628	Bruce Wood Dance Company	Ctr for Arts Promo	Instructional Supplies	\$216.40
P0062629	Capitol Enquiry	Public Information	Publications/ Periodicals	\$14.82
P0062630	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$25.00
P0062631	National Promotions and Advertis	Public Information	Multi Media Advertising	\$9,640.00
P0062632	American Express Travel	Public Information	Conferences Mgmt	\$264.20
P0062634	A. B. Dick Company	Copy Center	Repairs - Instructional	\$155.00
P0062635	Johnson Company	Health, Safety	Non-Instructional Supplies	\$395.76
P0062636	Milano Apartments	Univ. - Silesia, Cieszy	Travel And Conference Exp	\$2,820.00
P0062637	Scholastic Insurance Services	Univ. - Silesia, Cieszy	Travel And Conference Exp	\$86.00
P0062638	Qwiz, Inc.	BFAP Augmentation	Software	\$4,000.00
P0062639	Postal Priviledge	Title V CSUDH (Carry	Postage	\$116.59
P0062640	Allsteel C/O Russco	Title V-Activity 1	Non-Instructional Supplies	\$24.49
P0062641	Fisher Scientific	Chemistry	Instructional Supplies	\$1,152.86
P0062642	Lisa's Gallery	Public Information	Non-Instructional Supplies	\$245.98
P0062643	Keith Poole	Fine Arts	Non-Instructional Supplies	\$150.00
P0062644	Cal S.A.C.C.	Student Affairs	ASB Exp.	\$1,674.00
P0062645	Cal S.A.C.C.	Student Affairs	Conferences Mgmt	\$279.00
P0062646	Sheraton Grand Sacramento	Student Affairs	ASB Exp.	\$677.16
P0062647	Sheraton Grand Sacramento	Student Affairs	Conferences Mgmt	\$225.72
P0062648	American Express Travel	Student Affairs	ASB Exp.	\$715.20
P0062649	American Express Travel	Student Affairs	Conferences Mgmt	\$119.20
P0062650	Pacific Coachways	Recruitment/School	Transportation	\$268.00
P0062651	Continental Business Machines, In	Purchasing and Busin	Repairs Noninstructional	\$85.00
P0062653	American Express Travel	Division Office Fine	Conferences Faculty	\$235.11
P0062654	Pacific Coachways	Student Affairs	A/P Manually Generated	\$268.00
P0062655	Anthony's Gourmet Catering	Title V Activity II	Non-Instructional Supplies	\$1,146.12
P0062656	Bruce Tell	Fine Arts	Non-Instructional Supplies	\$150.00
P0062657	NCS Pearson, Inc.	Admissions/Records	Maintenance Contracts	\$1,236.00

May 17, 2004

Administrative Services -46

P0062658	Jana Urbanova	Univ. - Silesia, Cieszy	Travel And Conference Exp	\$48.00
P0062659	Grizzly Imports Inc	Ctr for Arts Product	Non-Instructional Supplies	\$1,106.38
P0062660	California Rice Center, Inc.	Title V-Activity 1	Non-Instructional Supplies	\$600.00
P0062661	Sunny Lee	Title V-Activity 1	Non-Instructional Supplies	\$150.00
P0062662	Phyllis S. Fowler	Ctr for Arts Adm Pub	Contract Services	\$500.00
P0062663	Boise Cascade	Title V CSUDH (Carry	Non-Instructional Supplies	\$368.05
P0062664	Teg Lvi	Facilities/Planning/	Repairs Noninstructional	\$2,300.00
P0062665	Enterprise Rentals	Univ. - Silesia, Cieszy	Travel And Conference Exp	\$769.00
P0062666	Torrance Chamber of Commerce	Community Advancement	Conferences Mgmt	\$30.00
P0062667	Moller International	Mini Grant #8/#9	Contract Serv Temp Agenci	\$500.00
P0062669	ADT Security Services	Art Department	Maintenance Contracts	\$490.58
P0062670	The Economist	Fine Arts	Non-Instructional Supplies	\$129.00
P0062671	Businessweek	Fine Arts	Non-Instructional Supplies	\$29.97
P0062672	Newsweek	Speech Communication	Instructional Supplies	\$42.00
P0062673	Kinko's Attn: Liz Vazquez	Title V-Activity 1	Non-Instructional Supplies	\$405.94
P0062674	Gay Y. Wong	Title V-Activity 1	Contract Services	\$150.00
P0062675	Alan Nishio	Title V-Activity 1	Contract Services	\$150.00
P0062676	Dennis Argulles	Title V-Activity 1	Contract Services	\$250.00
P0062677	SPL Intergrated Solutions	Ctr for Arts Product	Non-Instructional Supplies	\$132.00
P0062678	Roxanne Abiligou	Fine Arts	Non-Instructional Supplies	\$100.00
P0062679	Institute of International Educat	International Student	Conferences Mgmt	\$2,640.00
P0062680	Ronald A. Scarlata	Fine Arts	Non-Instructional Supplies	\$89.88
P0062681	Leonid Rachman	International Student	Conferences Mgmt	\$798.31
P0062682	Pacific Coachways	El Camino Language	Student Transportation Re	\$268.00
P0062683	New Readers Press	El Camino Language	Publications/ Periodicals	\$70.95
P0062685	Kitty Margolis	Artes de El Camino	Contract Services	\$30.00
P0062686	American Express Travel	Student Affairs	ASB Exp.	\$119.20
P0062687	Tool Factory Inc.	NIS Partnership Grant	Other Books	\$144.08
P0062688	Cit William Woods University	SRC High Tech Donati	Conferences Mgmt	\$760.00
P0062690	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$136.00
P0062691	Aawcc Conference Coast Community	Purchasing and Busin	Conferences Mgmt	\$45.00
P0062694	Judith Norton	CA Virtual Comm Coll	Non-Instructional Supplies	\$33.51
P0062695	Congressional Quarterly, Inc.	Instructional Service	Library Books	\$164.00
P0062698	Intelcom	Instructional Televi	Other Services And Expense	\$30,588.20
P0062699	Scantron Corporation	Information Technolo	Maintenance Contracts	\$1,002.00
P0062701	Judy Kasabian	ATE-Articulation Par	Instructional Supplies	\$1,025.40
P0062702	American Educational Opportunity	International Student	Conferences Mgmt	\$13,900.00
P0062703	Perry Hacking	ATE-Articulation Par	Instructional Supplies	\$65.83
P0062704	Harold L. Tyler	Student Affairs	Non-Instructional Supplies	\$161.66
P0062706	Arbor Travel Associates, Inc.	Admissions/Records	Conferences Mgmt	\$19.22
P0062709	American Express Travel	Admissions/Records	Conferences Mgmt	\$192.20
P0069218	South Bay Heating & Air Condition	Replace Air Handlers	Site Improvements	\$3,377.00
	Total :	204		\$241,801.92
B0061944	State Board of Equal	Hazmat	Waste Disposal	\$3,262.00

May 17, 2004

Administrative Services -47

B0067965	Sachidanand Sinha	SBDC C02-0040 1/03 -	PSA Contract Services	\$36,000.00
B0068077	Hot Spot Promotions	EOPS	Non-Instructional Supplies	\$2,009.38
B0068079	Spinitar Presentatio	TTIP Tech Human Resc	Non-Instructional Supplies	\$275.00
B0068080	Southpaw Promotions	Public Information	Printing	\$18,943.75
B0068081	Southern California	RITC 10/1/03 - 9/30	Contract Services	\$300.00
B0068082	Nevada Rid	RITC 10/1/03 - 9/30	Contract Services	\$1,500.00
B0068083	Community College	RITC 10/1/03 - 9/30	Contract Services	\$2,500.00
B0068084	Island Advertising	CalWORKs	Non-Instructional Supplies	\$3,000.00
B0068085	Carb Cops	CalWORKs	Contract Services	\$1.00
B0068086	Springhill Suites	SBA 1/1/04 to 12/31	Conferences Mgmt	\$7,000.00
B0068087	Smardan Supply Compa	Plumbing Shop	Non-Instructional Supplies	\$5,000.00
B0068088	Inter Valley Pool Su	Pool	Non-Instructional Supplies	\$1,000.00
B0068089	Mount St. Mary's Col	Nursing	Instructional Supplies	\$1.00
B0068090	Linda Whitehead	Staff Development	PSA Contract Services	\$560.00
B0068091	Learning Resources	Contract Education	Dues And Memberships	\$450.00
B0068095	Intelecom	Instructional Televi	Instructional Supplies	\$850.00
B0068096	Southpaw Promotions	Public Information	Printing	\$45,000.00
B0068097	E.C.C. Public Inform	Foster Care Ed 03-04	Reproduction Instructio	\$250.00
B0068098	Moog Aircraft Torran	Cact CA Employee Tra	Contract Services	\$1.00
B0068099	Mark Larson Media Se	Mini Grant #8/#9	Contract Services	\$1,000.00
B0068100	Anvil Steel	Cact CA Employee Tra	Contract Services	\$1.00
B0068104	Hammel, Green & Abra	Science Complex Cons	Contract Services	\$35,000.00

Total : **23** **\$163,904.13**

Total POs and BPOs : **227** ***TOTAL : \$405,706.05***

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

Page No.

I. INFORMATION

 A. Equipment/Technology Expenditures 2

 B. Preliminary Projects Budgets 3

 C. Bid 2003-10/Campus Theater Lighting Upgrade 5

 E. Citizens’ Bond Oversight Committee 6

II. RATIFICATION

 A. Purchase Orders.6

 B. Change Orders 6

I. INFORMATION

A. EQUIPMENT/TECHNOLOGY EXPENDITURES – The following table reports the status of equipment purchase orders issued as of April 30, 2004, compared with the approvals reported at the August 18, 2003, meeting.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Behavioral & Social Science (0601)	61,038	22,984	38,054
Business (0602)	505,750	125,265	380,485
Fine Arts (0604)	379,300	186,118	193,182
Health Science & Athletics (0605)	178,553	178,948	(395)
Humanities (0606)	207,251	150,534	56,717
Industry & Technology (0607)	494,133	415,052	79,081
Learning Resources (0609)	490,484	99,269	391,215
Mathematical Sciences (0610)	242,547	153,337	89,210
Natural Sciences (0611)	545,757	581,433	(35,676)
Nursing (0612)	108,000	116,249	(8,249)
Total Instructional Equipment	3,212,813	2,029,189	1,183,624
<u>Technology</u>			
Information Technology Services (0608)	514,652	345,795	168,857
Total Technology	514,652	345,795	168,857
<u>Other Equipment</u>			
Admissions & Records (0613)	146,855	65,674	81,181
Counseling (0613)	3,109	640	2,469
CalWorks (0613)	3,150	5,050	(1,900)
EOP&S (0613)	2,825	1,489	1,336
Facilities Planning & Services (0603)	186,030	168,932	17,098
Health Center (0613)	18,700	9,420	9,280
Financial Aid (0613)	1,600	1,816	(216)
Assessment & Testing (0613)	850	1,617	(767)
Inglewood Center (0613)	5,500	0	5,500
Total Other Equipment	368,619	254,638	113,981
Grand Total	4,096,084	2,629,622	1,466,462

B. PRELIMINARY PROJECTS BUDGETS

The Facilities Needs Report prepared May, 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified in the following listing. The needs report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets 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 April 30, 2004.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS			
	BUDGET	EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	705,876	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	7,879	1,521,121
Athletic Education and Fitness Complex (0203)	15,718,000	109,707	15,608,293
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	30,872	6,054,024
Business Building Replacement (0205)	10,926,189	62,029	10,864,160
Central Plant (0206)	10,858,000	54,960	10,803,040
Child Development Center Phase 2 (0207)	2,525,000	12,905	2,512,095
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	5,714	1,094,286
Fire Academy Structure (0209)	791,375	4,156	787,219
Fire Program Facility (0210)	123,000	783	122,217
Health Occupations and Wellness Center (0211)	12,072,551	61,090	12,011,461
Humanities Complex Replacement (0212)	23,120,064	119,841	23,000,223
Learning Resource Center Addition (0213)	7,100,000	35,994	7,064,006
Manhattan Beach Blvd. Parking Structure (0214)	8,416,232	42,637	8,373,595
Remodeling Phase Two (0216)	157,625	958	156,667
Remodeling Phase Three (0217)	8,715,875	44,150	8,671,725
Science Complex Renovation (0219)	6,721,738	2,751,654	3,970,084
Signage and Wayfinding	2,600,000	43,644	2,556,356
Student Services and Activities Renovation (0220)	31,448,118	179,046	31,269,072
Temporary Space and Relocation Costs (0221)	2,000,000	55,541	1,944,459
Vocational Building and Manhattan Beach Blvd. Entry (0222)	22,349,821	127,366	22,222,455
Reserve for Contingencies (0299)	13,725,700		13,725,700
Total Additional Classrooms and Modernization	193,083,184	4,456,793	188,626,391
<u>Campus Site Improvements: Accessibility, Safety/Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	12,473	387,527
Emergency Generators and Distribution (0302)	2,265,000	3,506	2,261,494
Emergency Power to Security Lighting (0303)	175,000	271	174,729
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	1,999	398,001
Fencing Replacement and Additions (0305)	375,000	581	374,419
Landscaping and Irrigation System Replacements (0306)	2,540,000	3,932	2,536,068

Lighting - Upgrade/Replace All Lots (0308)	2,440,000	3,777	2,436,223
Lot F Parking Structure Improvements (0309)	1,632,000	2,526	1,629,474
Lot H Parking Structure (0310)	8,348,666	12,924	8,335,742
Paving Replacement - All Walks and Driveways (0311)	2,187,000	3,386	2,183,614
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	126	81,474
Security Video (0313)	180,000	4,618	175,382
Voice/Data/Signal Site Duct Bank (0314)	1,945,181	49,901	1,895,280
Reserve for Contingencies (0399)	1,757,784		1,757,784
Total Campus Site Improvements: Accessibility, Safety/Security	24,727,231	100,020	24,627,211
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000		2,818,000
Reserve for Contingencies (0499)	215,653		215,653
Total Energy Efficiency Improvements	3,033,653	0	3,033,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732	30,217	4,337,515
Art & Behavioral Sciences (0502)	12,247,136	85,631	12,161,505
Auxiliary Warehouse (0504)	105,042	573	104,469
Communications (0507)	6,623,354	47,007	6,576,347
Construction Technology (0508)	943,970	7,204	936,766
Domestic Water System (0509)	2,488,800	11,288	2,477,512
Facilities and Receiving (0510)	1,985,416	51,269	1,934,147
Fire Alarm (0511)	780,800	3,610	777,190
Firelines (0512)	1,837,503	8,360	1,829,143
Hazardous Materials Abatement (0513)	200,000	75,482	124,518
Library (0515)	7,876,509	55,503	7,821,006
Marsee Auditorium (0516)	6,670,843	47,221	6,623,622
Math & Computer Sciences (0517)	10,761,643	76,090	10,685,553
Music (0518)	8,896,846	65,048	8,831,798
Natural Gas System (0519)	488,000	2,294	485,706
North Gymnasium (0520)	3,248,993	225,964	3,023,029
Physical Education and Men's Shower (0521)	3,896,871	28,096	3,868,775
Planetarium (0522)	559,465	6,431	553,034
Pool and Health Center (0523)	8,273,592	58,252	8,215,340
Primary Electrical Distribution System (0524)	13,460,000	75,603	13,384,397
Reimbursements (0525)	1,456,353	1,456,353	0
Security Systems (0526)	1,313,664	6,006	1,307,658
Sewer System (0527)	1,964,200	8,930	1,955,270
Social Sciences (0528)	7,415,520	51,537	7,363,983
Storm Drain System (0530)	1,083,909	4,973	1,078,936
Reserve for Contingencies (0599)	8,337,328		8,337,328
Total Health and Safety Improvements	117,283,489	2,488,942	114,794,547

Information Technology and Equipment (ITE)			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	125,265	998,385
Facilities Planning and Services (0603)	1,818,724	168,932	1,649,792
Fine Arts (0604)	2,805,096	186,118	2,618,978
Health Sciences and Athletics (0605)	1,203,993	178,948	1,025,045
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	415,052	1,356,589
Information Technology (0608)	14,557,510	345,795	14,211,715
Learning Resources (0609)	4,665,775	99,269	4,566,506
Math (0610)	688,661	153,337	535,324
Natural Sciences (0611)	3,002,285	581,433	2,420,852
Nursing (0612)	252,651	116,249	136,402
Student and Community Advancement (0613)	567,500	85,706	481,794
Phase II, III, IV Purchases (0697)	12,686,900		12,686,900
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,887,168		3,887,168
Total Information Technology and Equipment	54,681,858	2,629,622	52,052,236
Physical Education Facilities Improvements (PEFI)			
Baseball Field (0701)	1,091,800		1,091,800
North Field (0702)	481,600		481,600
Sand Volleyball Courts (0703)	12,300		12,300
Reserve for Contingencies (0799)	121,349		121,349
Total Physical Education Facilities Improvements	1,707,049	0	1,707,049
	<u>\$394,516,464</u>	<u>\$9,675,377</u>	<u>\$384,841,087</u>

C. BID 2003-10/CAMPUS THEATRE LIGHTING UPGRADE

It is recommended that the following contractor be awarded the agreement for providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the work required for the campus theatre lighting upgrade, in accordance with the specifications, terms, and conditions of the above-named project.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
69173	J.C. Entertainment Lighting [5]	\$130,565.00 (includes tax, delivery, and installation)

Bids sent to the following vendors: Fourth Phase, California Stage & Lighting, California Sound & Light, ProSound & Stage Lighting, Angstrom Stage Lighting, San Diego Stage & Lighting, Visions Lighting, Concepts in Light.

The following vendors attended the mandatory pre-bid conference and job walk: Fourth Phase, Entertainment Lighting, CP Systems and Minco Construction.

“No Bid” Responses: None
 Non-Responses: 8
 Non-Responsive: 0

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

D. CITIZENS’ BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens’ Bond Oversight Committee is scheduled for May 26, 2004, at 8 a.m.

II. 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
4/30/2004

**El Camino Community College District
 Measure "E" Purchase Order Listing
 Meeting Date: 5-17-2004**

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0062551	Spectrum Industries, Inc.	Science Complex Reno	Group I Equipment	\$46,650.22
P0069213	Sbc Global Services, Inc.	Information Technolo	Group II Equipment	\$1,955.81
P0069214	Interra, Inc.	Instructional Service	New Equipment – Noninstruc.	\$10,847.60
P0069215	Public Agency Law Group Wong & Su	Science Complex Reno	Legal -Bond Projects	\$1,707.37
P0069216	CCS Presentation Systems, Inc.	Science Complex Reno	Group II Equipment	\$4,213.19
Total :		5		\$65,374.19
B0069118	Scott Piamonte AV	Industry & Technolog	New Equipment – Noninstruc.	\$1,980.00
B0069212	Toft Wolff Farrow, I	Library	Architecture & Engineering	\$32,325.00
Total :		2		\$34,305.00
Total POs and BPOs :		7	TOTAL :	\$99,679.19

B. CHANGE ORDERS

None

May 17, 2004

Measure “E” Bond Fund 6

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

	<u>Page No.</u>
A. Employment and Personnel Changes	1-9
B. Classified Professional Growth.....	9
C. Declaration of Indefinite Salaries to Retroactive Pay	9
D. Amend Special Project Temporary Administrator Salary Schedule.....	9,11
E. Volunteers	10

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified service employees as shown in items 1-20 and 1-11.

Certificated Personnel:

1. Retirement – Mr. Stan Niemczycki, full-time instructor of CIS, effective June 14, 2004, and that a plaque be prepared and presented to him in recognition of his service to the District since 1970.
2. Retirement – Dr. David A. Pierce, full-time instructor of Astronomy and Physics, effective June 13, 2004, and that a plaque be prepared and presented to him in recognition of his service to the District since 1970.
3. Retirement – Mr. Charles Page, full-time instructor of Anatomy, effective June 14, 2004, and that a plaque be prepared and presented to him in recognition of his service to the District since 1961.
4. Retirement – Mr. David Patterson, full-time instructor of Art, effective June 14, 2004, and that a plaque be prepared and presented to him in recognition of his service to the District since 1972.
5. Personal Leave of Absence – Dr. Joy Zhao, full-time instructor of English, effective July 1, 2004 through June 30, 2005.
6. Change in Salary - Ms. Hortense Cooper, Acting Dean Enrollment Services, from Range 16, Step A, to Range 16, Step B, of the Administrator Salary Schedule, effective March 1 through June 30, 2004.
7. Special Assignment – Ms. Karen Hellwig, full-time instructor of Nursing, to teach a clinical section of students in Community Advancement, to be paid \$50.09 an hour, not to exceed 145 hours, in accordance with the Agreement, Article X, Section 14(a).
8. Special Assignment – Ms. Carolyn Anderson-Perry, part-time instructor of Nursing, to teach Nursing 62, as part of the Mt. Sac/LA County Nursing contract-for-credit, to be paid \$58.78 an hour for lecture and \$45.06 an hour for lab, not to exceed 180 hours or \$8,865, effective May 1 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
9. Special Assignment – Ms. Kesha Daniels, part-time instructor of Nursing, to teach the clinical lab portion of Nursing 62, as part of the Mt. Sac/LA County Nursing contract for credit, to be paid \$45.06 for lab, not to exceed \$4,600 or 96 hours, effective May 1 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).

10. Special Assignment – The following full-time faculty are working for summer sports camp and swim lessons, to be paid \$25.00 an hour, effective June 14 through August 29, 2004, in accordance with the Agreement, Article X, Section 13(b).

Name	Not to Exceed
Corey Stanbury	\$2,150
Gene Engle	\$1,280
John Britton	\$ 875

11. Special Assignment – The following part-time faculty are working for summer sports camp and swim lessons, to be paid \$25.00 an hour, effective June 14 through August 29, 2004, in accordance with the Agreement, Article X, Section 13(b).

Name	Not to Exceed
Greg Bergeron	\$6,000
Susie Calderon	\$1,000
Steve Shaw	\$1,950
Eddie Barragan	\$ 875

12. Special Assignment – The following instructors to be compensated reassigned time for negotiations during the 2003 Fall semester, to be paid \$49.05 an hour, for a total of 150 hours, in accordance with the Agreement, Article III, Section 11(b).

	Hours	Dollars
David Westberg	75 hours	\$3,678.75
Bernie Rang	15 hours	735.75
Donald Brown	15 hours	735.75
Chris Jeffries	15 hours	735.75
Sean Donnell	15 hours	735.75
Holly Fall	15 hours	735.75
TOTAL	150 hours	\$7,357.50

13. Special Assignment – Mr. Oscar Douglas, part-time instructor of Academic Strategies, to teach Community Education classes, to be paid \$29.00 an hour, not to exceed \$300, effective July 1 through August 30, 2004, in accordance with the Agreement, Article X, Section 9(m).

14. Special Assignment – Ms. Charleen Zartman, full-time instructor of Aerobics, to teach Community Education classes, to be paid 35% of final student enrollment, not to exceed \$300, effective July 1 through August 30, 2004, in accordance with the Agreement, Article X, Section 9(m).

15. Special Assignment – Ms. Josephine Moore, part-time instructor of Medical Terminology, to teach Community Education classes, to be paid \$50.00 an hour, not to exceed \$16,000, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
16. Special Assignment – Mr. Jack Selph, full-time instructor of Construction Technology, to teach Community Education classes, to be paid 50% of final student enrollment, not to exceed \$2,000, effective July 1, 2004 through June 30, 2005, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Dr. Joseph Georges, full-time instructor of Philosophy, to oversee operation of California Virtual College (CVC) Professional Development Center, to be paid \$50.09, not to exceed \$3,206 or 64 hours, effective June 14 through June 30, 2004, in accordance with the Agreement, Article X, Section 14(c).
18. Extra Service Pay – The following full-time Librarians are to be employed each scheduled day of 2004 summer session, in accordance with the Agreement, Article X, Section 13(b).

Don Brown
Edward Martinez

Claudia Striepe
Vincent Robles

19. Employment – The following part-time/temporary librarians are to be hired as needed for the 2004 summer session.

Jane Terry
Douglas Thompson

20. Employment – The following part-time/temporary instructors to be hired as needed for the 2004 summer session.

Behavioral & Social Sciences

Marie Butler, Class V, Step 20
 Julio Farias, Class III, Step 5
 Thomas Glenn, Class IV, Step 11
 Austin Gordon, Class V, Step 5
 Patrick Griffin, Class V, Step 7
 Lawrence E. Guillow, Class V, Step 14
 Shahrokh Haghighi, Class V, Step 14
 Paul Harley, Class II, Step 9
 Guinevere Hodges, Class IV, Step 6
 Laurie Houske, Class V, Step 6
 Tamara Jackson, Class V, Step 7
 Marc Keskinel, Class IV, Step 5
 Thomas Keville, Class II, Step 4
 Margaret Kidwell-Udin, Class II, Step 8
 Toshiko Konishi, Class V, Step 7
 Andrew Levine, Class V, Step 4
 Marc Mestyaneck, Class II, Step 4

Kaoru Oguri, Class V, Step 8
Jill Pfeiffer, Class IV, Step 8
Bradley Reynolds, Class V, Step 28
Jeffrey Rigby, Class IV, Step 24
Samuel Russo, Class II, Step 20
Francis Schulte, Class III, Step 8
Sharyn Seaton, Class II, Step 7
Lorrie Shiota, Class II, Step 4
William Sokoloff, Class II, Step 4
Paul Swendson, Class II, Step 8
Farshid Tahernia, Class IV, Step 4
Mari Womack, Class V, Step 5
Ronald Woolsey, Class II, Step 5
Kofi Yankey, Class II, Step 4
Paulette Young, Class I, Step 4

Business

John Slawson, Class V, Step 5

Fine Arts

Cynthia Bahti, Class II, Step 20
Tina Riggs, Class III, Step 12
Moonea Choi, Class IV, Step 4
Camille Cornelius, Class III, Step 7
Jose Costas, Class II, Step 5
Kurt Festinger, Class I, Step 10
Glorianne Harris, Class III, Step 6
Heidi Hinds, Class IV, Step 6
Hiroko Hojo, Class III, Step 8
Karin Jensen, Class IV, Step 6
Kristi Lobitz, Class III, Step 10
Norman Looney, Class IV, Step 20
Margot Martin, Class V, Step 7
Ruby Millsap, Class II, Step 6
Binh Ngo, Class II, Step 6
Wayne Perkins, Class V, Step 8
Michael Quinn, Class II, Step 9
Rex Wells, Class II, Step 28

Health Sciences & Athletics

Gregory Bergeron, Class II, Step 6
Richard Blount, Class II, Step 4
Lucinda Bramlet, Class I, Step 4

Jonathon Brownlee, Class II, Step 4
Sacha Bryant, Class I, Step 4
Susan Calderon, Class II, Step 4
Sivi Carson, Class III, Step 5
Salomay Dyer, Class III, Step 5
Arshad Fazalbhoy, Class II, Step 4
Michael Fenison, Class II, Step 4
Diana Galias, Class I, Step 4
Yakoub Gorgi, Class I, Step 4
Paul Ichino, Class II, Step 10
Sherry Jenkins, Class I, Step 4
Margaret Kidwell-Udin, Class II, Step 8
Douglas Mizukami, Class I, Step 4
Josephine Moore, Class I, Step 4
Mary Ogi, Class II, Step 6
Nathaniel Roque, Class II, Step 4
Kathleen Rosales, Class I, Step 4
Carmen Saunders, Class II, Step 4
Michael Schultz, Class III, Step 9
Sean Sheil, Class II, Step 6
Julia Sprague, Class II, Step 6
Susan Stohrer, Class II, Step 4
Darryl Sue, Class V, Step 9
Mark Thomas, Class I, Step 8
Terry Titus, Class II, Step 5
Steven Van Kanegan, Class II, Step 11
Lisa Marie Weyh, Class II, Step 4
Karen Wyatt, Class II, Step 5
Aiping Zhao, Class I, Step 4

Humanities

Rosalva Amezcua, Class II, Step 4
Joan Anderson, Class IV, Step 13
Ottillie Boboc, Class II, Step 20
Mary Borell, Class V, Step 14
Frances Brown, Class II, Step 4
Kathleen Collins, Class III, Step 7
Aleta Davis, Class III, Step 9
Kristie DiGregorio, Class II, Step 4
Helen Factor, Class III, Step 28
Antonio Gonzalez, Class V, Step 11
Ellen Griffin, Class V, Step 7
Robert Halpern, Class III, Step 6

Carroll Hauser, Class II, Step 5
Yvette Hawley, Class II, Step 4
Yaeko Hirano, Class III, Step 4
Patricia Hoovler, Class III, Step 20
Brenda Jackson, Class II, Step 10
Dalia Juarez, Class II, Step 5
Bruce Kermane, Class V, Step 14
Jennifer Knox, Class III, Step 5
Rebecca Loya, Class II, Step 6
Robert Murchison, Class V, Step 4
Kareema Nasouf, Class II, Step 5
Susan Nozaki, Class II, Step 5
Naoko Otani, Class III, Step 5
Amir Pamugh, Class III, Step 4
Eric Paschek, Class V, Step 6
Carolina Perez, Class II, Step 8
Claudia Prada, Class IV, Step 6
Robert Reichle, Class III, Step 12
Natalie Ricard, Class IV, Step 7
Alicia Rodriguez, Class IV, Step 14
Helen Sabin, Class III, Step 6
Dale Shannon, Class II, Step 9
Jan Shimaura, Class II, Step 5
Gary Smith, Class II, Step 5
Elizabeth Sturgeon, Class III, Step 4
Kanzo Takemori, Class III, Step 10
Darryl Thompson, Class II, Step 5
Alexander Toth, Class V, Step 28
John Wietting, Class V, Step 11
Alfred Zucker, Class V, Step 20

Industry & Technology

Vera Bruce, Class III, Step 11
Kevin Coffelt, Class III, Step 6
Jeffrey Donahue, Class II, Step 12
Mark Early, Class I, Step 4
Sharon Higgins, Class II, Step 4
Mark Lepore, Class III, Step 4
Mary Lyons, Class II, Step 4
Vivian Nemie, Class I, Step 5
Maximino Pena, Class III, Step 8
Christine Richey, Class I, Step 6
Eugene Rock, Class II, Step 10

Bernardo Rodriguez, Class II, Step 5
Lynn Strobel, Class II, Step 4
Bradley Sweatt, Class I, Step 4
Dan Valladares, Class I, Step 5

Mathematics

Beyene Bayssa, Class II, Step 6
Susan Bucher, Class IV, Step 4
Remo Ciccone, Class II, Step 5
Zekarias Damma, Class II, Step 12
Winfred Farrell, Class II, Step 5
Manolita Formanes, Class II, Step 6
Theodore Gibson, Class II, Step 7
Jack Gill, Class III, Step 12
Astatke Gizaw, Class II, Step 7
Haskell Goldman, Class IV, Step 28
Hamza Hamza, Class V, Step 12
Raymond Ho, Class II, Step 7
Perry McDonnell, Class III, Step 5
Wendy Miao, Class II, Step 8
Alice O'Leary, Class II, Step 7
Marion Reeve, Class II, Step 5
Lernik Saakian, Class V, Step 14
Oussama M. Safadi, Class V, Step 20
Michael Semenoff, Class II, Step 12
Ellis Shamash, Class V, Step 5
Satish Singhal, Class V, Step 10
Gizaw Tadele, Class II, Step 12
Patrick Webster, Class II, Step 12
Jack Wong, Class II, Step 12
Richard Wong, Class II, Step 10
Christie Yang, Class III, Step 6
Michael Zeitzew, Class V, Step 6

Natural Sciences

Alireza Ansari, Class II, Step 10
Chitoh Emetarom, Class II, Step 4
Lynn Fielding, Class II, Step 10
Donald Frye, Class III, Step 12
Natalia Lev, Class II, Step 4
John Ogren, Class V, Step 6
Sadayoshi Okumoto, Class II, Step 4
Richard Slocum, Class V, Step 8
Yves Tan, Class V, Step 5

Classified Personnel:

1. Resignation – Mr. James Threatt, Small Business Services Director, Range 11, Step 5, Small Business Development Center/Community Advancement, Student and Community Advancement Area, effective April 30, 2004.

*Item 1 separated from consent agenda for action see minutes.

May 17, 2004

Human Resources – Administrative Services – 7

2. Retirement – Mr. Maurice Elmore, Assistant Director for Construction & Maintenance, Range 8, Step E, Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2004.
3. Extend Disability Leave of Absence - Ms. Gayla Gifford, Senior Clerical Assistant, Range 24, Step E, Special Resources Center/Health Sciences & Athletics Division, Academic Affairs Area, effective April 8 through July 8, 2004.
4. Extend Disability Leave of Absence - Ms. Robin Johnson, Telecommunications Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective April 5 through July 5, 2004.
5. Extend Change of Classification – Mr. Taylor Robbins, Acting Director – Financial Aid, Range 13, Step 3, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective March 1 through June 30, instead of April 30, 2004.
6. Amend Work Out of Classification – Ms. Myrna Mendoza, 85% Secretary, Range 25, Step E to 85% Administrative Assistant II, Range 31, Step C, instead of Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective February 23 through May 7, 2004, instead of June 30, 2004.
7. Work Out of Classification- Ms. Linda Olsen, Senior Clerical Assistant, Range 23, Step E, to Administrative Assistant II, Range 31, Step E, Health, Sciences & Athletics Division, Academic Affairs Area, effective May 5 through July 5, 2004.

Special Project Temporary Administrators:

8. Amend Employment - Ms. Guadalupe Cabral, Special Project Temporary Administrator, Inglewood Center, Student and Community Advancement Area, to be paid \$229 a day, Range 3, Step 4, instead of Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$16,000, effective April 20 through July 30, 2004.

Temporary Classified Service Employees:

9. Employment – Mr. Christian Andrade, Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, effective May 18, 2004 to work on call as needed for the 2003 –2004 fiscal year.
10. Employment – Ms. Jean DeCoster, Senior Clerical Assistant, Range 24, Step A, Community Advancement Division, Student and Community Advancement Area, to work 40 hours per week, effective May 18, 2004.

May 17, 2004

Human Resources – Administrative Services – 8

11. Employment – Ms. Sharon Goodberry, Administrative Assistant I, Range 27, Step A, Community Advancement Division, Student and Community Advancement Area, to work 40 hours per week, effective May 18, 2004.

B. CLASSIFIED PROFESSIONAL GROWTH

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

Far West Athletic Trainers Annual Symposium, Honolulu, Hawaii - Michael Miller. July 8-11, 2004. \$400.00 maximum.

The Sport & Foundation Annual Symposium, Palm Springs, CA - Rory K. Natividad. June 4-6, 2004. \$200.00 plus mileage.

Gutenberg Festival 2004/Digital Outlook (Seminars 10 &16), Long Beach, CA – Carolee Casper. June 17, 2004. \$180.00 plus mileage.

Gutenberg Festival 2004/Digital Outlook (Seminars 11 &15), Long Beach, CA – Cesar A. Lopez. June 17, 2004. \$180.00 plus mileage.

Gutenberg Festival 2004/Digital Outlook (Seminars 10 &16), Long Beach, CA – Ellen Lorenz. June 17, 2004. \$180.00 plus mileage.

Gutenberg Festival 2004/Digital Outlook (Seminars 11, 15 & 21), Long Beach, CA – Ricardo Villarruel. June 17-18, 2004. \$270.00 plus mileage.

Chapman University-Los Angeles Campus, Theory & Practice of Leadership - Kahea Kamahale. May 24-July 25, 2004. \$400.00 maximum.

C. DECLARATION OF INDEFINITE SALARIES FO RETROACTIVE PAY

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employee salaries are declared indefinite for 2004-2005.

D. AMEND SPECIAL PROJECT TEMPORARY ADMINISTRATOR DAILY RATE SCHEDULE

It is recommended that the Board amend the Special Project Temporary Administrator Daily Rate Schedule, effective July 1, 2004, as shown on page 11. This rate adjustment is consistent with the Administrator salary schedule adjustment adopted January 1, 2004.

May 17, 2004

Human Resources – Administrative Services – 9

E. VOLUNTEERS

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

Cynthia Dominguez
Diana Elizondo
Jorge Estrada
Paola Garcia
Kathleen Gerber

Niambi Gravelly
Glenn Alan Johnson
Jessica Martinez
Yury Najamo
John Porter

Jasmine Preciado
Rene Rojaz
Maria Sandoval
Omar Sandoval
Thong Van Vo

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SPECIAL PROJECT TEMPORARY ADMINISTRATOR
DAILY/ANNUAL RATE SCHEDULE
Effective July 1, 2004**

Range/Step	1	2	3	4	5
1	\$191 \$49,660	\$197 \$51,220	\$202 \$52,520	\$208 \$54,080	\$215 \$55,900
2	\$208 \$54,080	\$215 \$55,900	\$222 \$57,720	\$227 \$59,020	\$235 \$61,100
3	\$215 \$55,900	\$222 \$57,720	\$227 \$59,020	\$235 \$61,100	\$243 \$63,180
4	\$243 \$63,180	\$250 \$65,000	\$258 \$67,080	\$267 \$69,420	\$274 \$71,240
5	\$265 \$68,900	\$273 \$70,980	\$282 \$73,320	\$291 \$75,660	\$302 \$78,520
6	\$286 \$74,360	\$295 \$76,700	\$305 \$79,300	\$313 \$81,380	\$323 \$83,980

*The maximum annual rate is based on the daily rate times 260 days for PERS credit.

Note: For departmental budgeting purposes only, add 8.79% for total health and welfare benefit costs incurred by the District, which includes OASDI, Medicare, Workers' Compensation, and Unemployment Insurance costs, plus \$16 per month for contribution to CalPERS medical health care program.

Board Approved: May 17, 2004

Agenda for the El Camino Community College District Board of Trustees
Non-Consent Agenda

Board Meeting Time and Place

Trustee Combs requests that the starting time of the Board meetings be changed from 4:00 p.m. to 6:00 p.m. for a six-month trial period; that advertising be increased to inform the public of this change; and that the venue be changed to accommodate potential additional attendees.