

Agenda, Monday, June 24, 2002
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of May 20, 2002**
- III. Presentations-**
 - A. Mr. Mike Maas, Facilities Needs Project List**
 - B. Mr. John Fairbank, Expected Voter Survey Results**
 - C. Ms. Catherine Lew, Facilities Needs Information Campaign**
- 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- 8
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1 - 5
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 21
See Human Resources Agenda, Pages 1 – 15
 - E. Superintendent/President
See Superintendent/President Agenda,
Page 1
- VI. Other Action Items**
 - A. Public Comment
- 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. Evaluation - President

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

<u>No.</u>	<u>Page</u>
A. Center for the Arts Presentation – 2002/2003	1
B. Conference Attendance – Summer 2002	5
C. Destruction of Records	6
D. International Education/Study Abroad Program	6
E. MESA Program	6
F. Proposed Curriculum Changes—Effective 2002/2003 Academic Year.....	6
G. Revisions to Curriculum Changes – Effective 2002/2003 Academic Year	7

A. CENTER FOR THE ARTS PRESENTATION – 2002/2003

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

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
--------------------	-------------	---------------

2001-02 Presentations

1. “Guys & Dolls” Payable to: JPM Audio Provide pit musicians for Summer Musical production.	July 14 – 28, 2002	\$7,000
--	--------------------	---------

2002-03 Resident Artists Changes/Additions

2. Gary Robertson Payable to: Gary Robertson	June 29, 2002	\$500
---	---------------	-------

3. Josh Pryor Payable to: Josh Pryor	June 29, 2002	\$500
---	---------------	-------

4. Michael Eula Payable to: Michael Eula	June 30, 2002	\$500
---	---------------	-------

5. Deon Price Payable to: Deon Price (Note: Previously Board approved May 20, 2002; Kenner Bailey recital canceled.)	June 30, 2002	\$750
--	---------------	-------

6. Diana Crossman and Francesca Bishop Payable to: Diana Crossman - \$375 Payable to: Francesca Bishop - \$375	July 7, 2002	\$750
--	--------------	-------

7. Emily Rader Payable to: Emily Rader	July 7, 2002	\$500
---	--------------	-------

8. Adrienne Sharp Payable to: Adrienne Sharp	July 7, 2002	\$500
---	--------------	-------

2002-2003 Presentations

9. Freddie Cole Payable to: Freddie Cole Brother of the late, great Nat King Cole will perform some of the great crooning jazz songs	September 22, 2002	\$7,500
--	--------------------	---------

of our times.

10. **Kyiv Symphony Orchestra and Choir** September 27, 2002 \$8,000
Payable to: Music Mission Kiev
From Kyiv, Ukraine, this 160-member company will perform classical pieces in a multitude of languages.
11. **Stanislav Ioudenitch** September 29, 2002 \$6,000
Payable to: Van Cliburn Foundation
The second of two Gold Medal winners for the Van Cliburn 2001 Competition, Mr. Ioudenitch will perform a concert and a master class for our students.
12. **Shirley Valentine starring Loretta Swit** October 4, 2002 \$10,000
Payable to: J. Cast Productions
Loretta Swit will perform this one-woman comedy about the life of Shirley Valentine. Ms. Swit will also do a master class with our Drama students.
13. **Hawaiian Slack Key Guitar Festival** October 5, 2002 \$6,000
Payable to: Herschel Freeman Agency
Masters of the Hawaiian slack key guitar come together for a special performance of this enjoyable musical style and sound.
14. **Western Opera Theater – *La Bohème*** October 12, 2002 \$35,000
Payable to: Western Opera Theater
A fully-staged production with orchestra and sung in Italian with English super-titles, this touring arm of San Francisco Opera brings us *La Bohème*. They will also present three master classes for our students.
15. **Ballet National du Senegal** October 13, 2002 \$17,000
Payable to: Columbia Artists Management, Inc.
A company of 40 dancers and musicians will present “Kuuyamba”, the newest program from the crowd-pleasing Ballet National du Senegal.
16. **Ellis Marsalis** October 19, 2002 \$14,000
Payable to: The Clifford Agency
Father of Winton and Branford Marsalis will present a lecture/performance consisting of a variety of jazz scores. Mr. Marsalis will also attend a pre-show dinner to be coordinated through the ECC Foundation.
17. **The Royal Scots Dragoon Guards** October 31, 2002 \$7,500
Payable to: New Zealand Entertainment, Ltd.
The sound and soul of Scotland – the pipes and drums of the Royal Scots Dragoon Guards with Marion Martin and Jane Burgess. A unique celebration of great music from Scotland’s finest.

18. **KILA** November 1, 2002 \$8,000
Payable to: Columbia Artists Management, Inc.
 A traditional Celtic band will take us back to old Ireland with some of the traditional Celtic favorites.
19. **Bruce Wood Dance Company** November 8, 2002 50/50
Payable to: Bruce Wood Dance Company Percentage Split
 The Bruce Wood Dance Company will be performing its premiere at ECC. BWDC has presented 40 new pieces of work in five years.
20. **New Zealand String Quartet** November 9, 2002 \$4,500
Payable to: Jonathan Wentworth Associates, Ltd.
 A four-piece string quartet from “down under” will perform classic works.
21. **Jubilant Sykes** November 15, 2002 \$12,000
Payable to: Jubilant Sykes - \$9,600
Payable to: IMG Talent Agency, Inc. - \$2,400
 Jubilant Sykes, baritone, will be performing classical, pop and gospel pieces for the ECC audience. His voice is art at its highest expression.
22. **Scarlet Pimpernel** November 16, 2002 50/50
Payable to: Mainstage Artists Management, LLC Percentage Split
 This original Broadway production is based on the novel “The Scarlet Pimpernel,” a musical with humor, drama, action and romance.
23. **Elliott Caine Sextet** November 23, 2002 \$1,000
Payable to: Elliott Caine
 This sextet will perform selections from their numerous CDs arranged by Mr. Caine.
24. **Les Ballet Trockadero de Monte Carlo** February 1, 2003 \$20,000
Payable to: IMG Artists
 A company of male ballerinas in a pirouetting parody of ballet classics that leaves audiences rolling in the aisles.
25. **A Noise Within – *Bus Stop*** February 14, 2003 \$9,500
Payable to: A Noise Within
 A Noise Within returns to do a classical production of *Bus Stop* as well as master classes for our Theatre Students.
26. **Andreas Klein, piano** February 21, 2003 \$4,000
Payable to: Andreas Klein
 “A fascinating artist with all the indispensable qualities: temperament, taste, touch, tone; the four T’s of pianism” will perform and present a master class for our piano students.

- | | | |
|--|-------------------|------------------|
| 27. Shawn Colvin
Payable to: Sumac, Inc.
A three-time Grammy Award winner, Shawn Colvin will present a folksy, rock solo performance for our ECC audience. | February 22, 2003 | \$20,000 |
| 28. Poncho Sanchez Latin Jazz Band
Payable to: Poncho Sanchez Enterprises, LLC
A big band so tight it invites comparisons with the best of the swingers. | February 28, 2003 | \$7,500 |
| 29. Orion Weiss
Payable to: IMG Artists
This extraordinarily talented 20-year old pianist, a student at the Julliard School in New York, will perform pieces like Beethoven's Piano Concert No.1 and Rachmaninov's Concerto No. 2. | March 7, 2003 | \$4,500 |
| 30. Yellowjackets
Payable to: Yellowjackets Enterprises
A world-renown head-on jazz group from Los Angeles will delight fans with the pure jazz sound. | March 9, 2003 | \$10,000 |
| 31. Ricky Skaggs
Payable to: RS Entertainment, Inc.
Master at bluegrass and gospel, Ricky will be performing favorite bluegrass tunes that will make you think you've stepped back into the Appalachian Mountains. | March 15, 2003 | \$20,000 |
| 32. Gregory Hines
Payable to: Googalee, Inc.
Acclaimed television and film star, Gregory Hines will be here to tap his way into our hearts. | March 21, 2003 | \$37,000 |
| 33. International Guitar Night
Payable to: Herschel Freeman Agency
Four guitarists will play songs from around the world. | March 22, 2003 | \$6,500 |
| 34. Dublin Irish Cabaret
Payable to: Mike Pettite
A night of Irish Cabaret with dance, comedy and music. | March 23, 2003 | Percentage Split |
| 35. London City Opera
Payable to: Columbia Artists Management Inc.
Sung in Italian with English supertitles, the London City Opera will perform Puccini's most beloved opera, <i>Madame Butterfly</i> . | March 30, 2003 | \$30,000 |

36. **Salute to Glenn Miller and the Big Band Vocalists** April 6, 2003 \$17,500
Payable to: Hill-Daves Productions
 A night of Big Band music featuring the Tex Beneke Orchestra, starring Kay Starr, Herb Jeffries, The Ink Spots, Polly Podewell and Ken Delo.
37. **Tango Buenos Aires** April 19, 2003 \$25,000
Payable to: Columbia Artists Management Inc.
 This Argentinean troupe from Buenos Aires will present “The Golden Age of Tango”.
38. **Randy Sabien** April 25, 2003 \$5,000
Payable to: Randy Sabien - \$4,250
Payable to: SRO Artists - \$750
 Randy Sabien and Brian Torff present a tribute to French jazz violinist Stephane Grappelli, one of the great eclectic jazz violinists.
39. **Chamber Orchestra of the South Bay** April 27, 2003 \$11,000
Payable to: Chamber Orchestra of the South Bay
 This popular orchestra performs at El Camino College with Tamaki Kawakubo, a local virtuoso violinist who has achieved great success.
40. **New Hollywood Strong Quartet** May 2, 2003 \$3,500
Payable to: Melvin Kaplan, Inc.
 This string quartet, featuring two violins, viola and cello, will perform works of Haydn, French and Ravel.
41. **Kevin Locke Trio** May 3, 2003 \$4,500
Payable to: Joan Sherman Agency
 Native American trio performing sacred Native American music with flute and drum.
42. **On Golden Pond starring Jack Klugman** May 9, 2003 \$17,000
Payable to: Harmony Artists, Inc.
 We will close our season with the delightful comedy *On Golden Pond* starring Jack Klugman. Mr. Klugman is best remembered as Oscar Madison of the hit television show *The Odd Couple*.

B. CONFERENCE ATTENDANCE – SUMMER 2002

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

1. Dr. Toni Klein – 13th International Nursing Research Congress, Brisbane, Australia, for the period July 24-26, 2002, in order to continue to network with research nurses internationally. Dr. Klein will present the following research abstract: Predictors of Risk-Taking Behaviors in Late Adolescence: Test of a Mediational Model of Characterological and Situational

Factors, Attachment Experiences, Affective and Cognitive Experiences, and Behaviors. Cost to the District not to exceed \$250.

C. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees authorize destruction of Class III- Disposable Records for the Fiscal Year 1997-98 and all preceding years. The following records have met the retention period requirements and are not in conflict with the Administrative Code, Title 5, Education Code Sections 59020 through 59029:

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

D. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM

It is recommended that the Board approve the following International Education/Study Abroad programs and on-site directors for Summer 2002:

1. Salzburg Summer 2002 Institute: Dr. Arthur Verge and Dr. William Doyle – On-Site Program Directors. Their duties as on-site directors will include but not be limited to teaching two courses: (Doyle: Music 11—Music Appreciation Survey, and Music 15B—Basic History and Literature; Verge: History 4—History of Modern Civilization, and Political Science 2—Comparative Politics), advising students, interacting with Austrian travel representatives, and administering the program in Austria.
2. Summer 2002 Session in Dublin, Ireland: Professor Matthew Ebiner – On-Site Program Director. His duties as on-site director will include but not be limited to teaching two courses: Geography 1—Physical Elements, and Geography 2—Cultural Elements, advising students, interacting with Ireland travel representatives, and administering the program in Ireland.

E. MESA PROGRAM

It is recommended that the Board approve payment of a \$50 stipend to Andras Szekely and Marina Setiwan for their services as a mentor for the MESA Program during the Fall 2001 semester.

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

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

HEALTH SCIENCES AND ATHLETICS DIVISION

DISTANCE EDUCATION COURSE VERSION

1. Nursing 218 – Critical Care Nursing (two-way interactive video)

INDUSTRY AND TECHNOLOGY DIVISION

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

Current Status/Proposed Change

1. Architecture ~~101ab~~ 199ab - Architectural Design Studio
Units: ~~3~~ 4 Lecture: 2 hours Lab: 4 6 hours to be arranged Faculty Load: ~~33.333~~ 43.333%
Prerequisite: Architecture ~~150A~~ 150B, 170, and 171 with a minimum grade of C or equivalent in prerequisite

This course introduces the advanced students to the factors that architects observe when formulating a design concept the solution to a problem. Students will design and compose two and three dimensional drawings as well as build models to demonstrate their proposed solutions to various design problems presented throughout the course.

NEW COURSE

1. Fire and Emergency Technology 153 – Rapid Intervention Crew Tactics
Units: .5 Lecture: 9 hours Lab: 9 hours (1 week course) Faculty Load: 105%
Enrollment Limitation: current employment in the field as a firefighter, fire cadet, reserve firefighter, or auxiliary firefighter
Credit, not degree applicable
This course parallels the Rapid Intervention Crew (RIC) Tactics course offered by the California Fire Service Training and Education System (CFSTES). Instruction and simulated exercises in firefighter survival and methods of removing injured personnel from structures are presented.

ARTICULATION AGREEMENT

1. Hawthorne High School Course: Metal 1A, B articulates with:
El Camino College Course: Machine Tool Technology 16ab - General Metals

G. REVISIONS TO CURRICULUM CHANGES - EFFECTIVE 2002-2003 ACADEMIC YEAR

It is recommended that the Board approve the curriculum corrections listed below. It should be noted that the information submitted for these new courses, Dance 25Labcd, Dance 35Labcd,

Dance 51Lab, Dance 53Lab, and Music 7L, approved by the Board on May 20, 2002, was incomplete inasmuch as the courses' degree information was not included.

FINE ARTS DIVISION

1. Dance 25Labcd - Commercial Dance Event Attendance Laboratory
Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%
Corequisite: Dance 25abcd
Credit, degree applicable
Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.
2. Dance 35Labcd - Ballet Variations Event Attendance Laboratory
Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%
Corequisite: Dance 35abcd
Credit, degree applicable
Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.
3. Dance 51Lab - Latin Social Dance Event Attendance Laboratory
Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%
Corequisite: Dance 51ab
Credit, degree applicable
Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.
4. Dance 53Lab - American Social Dance Event Attendance Laboratory
Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%
Corequisite: Dance 53ab
Credit, degree applicable
Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.
5. Music 7L - Exploring Music in Education Concert Attendance Laboratory
Units: 0 Lab: minimum 5 hours per semester to be arranged Faculty Load: 0%
Credit, degree applicable
Students will attend selected musical events offered by the El Camino College Center for the Arts.

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

	<u>Page No.</u>
A. Student Field Trips.....	1
B. Summer College for Youth Program.....	1-2
C. International Students Health Insurance.....	2
D. Grants – Acceptance.....	3
E. Grants – Information.....	3-5

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips coordinated through the Counseling Services Division/Transfer Center. The purposes of the trips are to provide students with university experience as well as cultural enrichment. The following additional staff may be needed for the trips: Lori Losorelli, Tri Le, and Virginia Martinez.

June 4, 2002 – Ken Key – California State University Dominguez Hills, Carson, California. El Camino College Bridges Program. Estimated students 8. Depart 8:30am; return 1pm. Transportation by Vans.

June 20, 2002 – Van Nguyen – KTLA, Hollywood, California. Estimated students 15. Depart 7am; return 12 noon. Transportation by vans.

June 25, 2002 – Van Nguyen – Port of Long Beach, Long Beach, California. Estimated students 15. Depart 9am; return 1pm. Transportation by vans.

June 25, 2002 – Sue Oda-Omori and Rene' Lozano – Pepperdine University, Graziadio School of Business. Malibu, California. Estimated students 10. Depart 5pm; return 9:30pm. Transportation by vans.

June 26, 2002 – Van Nguyen – Inglewood Courts, Inglewood, California. Estimated students 15. Depart 9am; return 1pm. Transportation by vans.

B. SUMMER COLLEGE FOR YOUTH PROGRAM

1. It is recommended that the Board approve the following classes for the Summer College for Youth Program. It is further recommended that payment to the instructors for the classes be based on specifications in their contracts. 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.

Course	Instr	N-non	# Mtgs	1 st date	Day	Time
SCRM Math/Reading	SCRM	N-non- empl	4	7/1-7/2	M-Th	Various
SCRM Math/Reading	SCRM	N-non	4	7/29-8/2	M-Th	Various
SCRM Reading & Math Clinics	SCRM	N-non	4	8/26-9/1	M-Th	Various

2. It is recommended that the Board approve the change in instructors for the following Summer College for Youth Program. No other changes. Deletions struck.

Date	Grades	Class Title	Instructor
6/24-7/11	3-4	Spelling and Vocabulary	Dolphin, Gia Lugo, Mary
6/24-7/11	4-5	Grammar	Dolphin, Gia Lugo, Mary
6/24-7/11	7-9	Spelling and Vocabulary	Dolphin, Gia Lugo, Mary
6/24-7/11	5-6	Basic Math, Part A	Dolphin, Gia Lugo, Mary
7/1-7/29		How to Sharpen Your Business Writing Skills	Gerber, Judith-Lelea, Mariana
7/15-8/1	4-5	Grammar	Dolphin, Gia Lugo, Mary
7/15-8/1	3-4	Spelling and Vocabulary	Dolphin, Gia Lugo, Mary
7/15-8/1	6-8	Study Skills	Dolphin, Gia Lugo, Mary
7/15-8/1	7-9	Spelling and Vocabulary	Dolphin, Gia Lugo, Mary
6/24-7/11		Pre-Algebra	Ashford, Charlotte Lelea, Mariana
6/24-7/11		Algebra 1	Ashford, Charlotte Lelea, Mariana
7/15-8/1		Pre-Algebra	Ashford, Charlotte Lelea, Mariana
7/15-8/1		Algebra 1	Ashford, Charlotte Lelea, Mariana

3. It is recommended that the Board approve the following instructors as substitutes for the Summer College for Youth classes. It is further recommended that payment to the instructors for the classes be based on specifications in their contracts. 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.

Michele Berkich, Michelle Elrod, Mark Richards, Frederick Hines, Eunice Curry-Jankans, Valerie Williams, Charlotte Ashford, Gia Dolphin, Alexandria Loy, Jan Liu, Wendy Wenkel

C. INTERNATIONAL STUDENTS HEALTH INSURANCE

It is recommended that the Board approve an increase in premium for international student health insurance. The International Student Program (ISP) requires all of its students to purchase health insurance from a carrier contracted with El Camino College. Scholastic Insurance Services, Inc. is the contracted carrier for international student health insurance for El Camino College. During the 2000/01 and 2001/02 academic years, the health insurance fee was \$240 per student per six months of coverage. The ISP has been notified that the insurance will increase to \$258 per student per six months of coverage effective for the 2002/03 academic year.

D. GRANTS - ACCEPTANCE

It is recommended that the Board approve acceptance of the following grants.

1. Mt. San Antonio College – Post-License Program Training. The El Camino College Nursing Program has been awarded \$91,000 as a subcontract from the Regional Health Occupations Resource Center (RHORC) grant at Mt. San Antonio College Nursing. The purpose of this grant is to provide training to licensed nurses in the specialty areas of critical care, emergency, operating room nursing, etc. The funds will be used to deliver the instructional component of Nursing 218 (Critical Care Nursing) via simultaneous video conferencing to three community college sites where students/employees of several hospitals will be receiving the content. The Nursing program will also use the funding to pay for in-house and off-campus equipment costs, technical support on campus, and upgrading of on-campus nursing equipment.

Amount of Grant Funding from Granting Agency	\$91,000
Amount of College Match	<u>\$ -0-</u>
Total Amount of Grant	\$91,000

Performance Period: February 1, 2002 through January 31, 2003

2. Chancellor’s Office – California Virtual Campus Professional Development Center. During the fourth year of this 5-year grant, the California Virtual Campus (CVC) Professional Development Center will maintain and enhance the CVC catalog of California technology-integrated education programs and courses, and address the professional development needs of California Community College faculty, staff and administrators in regard to technology-integrated higher education courses and services. The Center will also continue the development of an Electronic Resource Library with information related to the CVC and technology-integrated instruction, including research in theory, products, practices, outcomes and issues.

Amount of Grant Funding from Granting Agency	\$480,000
Amount of College Match	<u>\$ -0-</u>
Total Amount of Grant	\$480,000

Performance Period: June 1, 2002 through May 31, 2003

E. GRANTS - INFORMATION

It is recommended that the Board receive information regarding the following grants:

1. Chancellor’s Office – Community Service Learning. The project proposes to establish an Advisory Committee to research campus and community service-learning needs. The Advisory Committee, facilitated by a Project Director, will review existing models for incorporating and institutionalizing service-learning, draft a service-learning vision statement for the campus, establish partnerships with community organizations, plan campus development activities, and ultimately recommend coordinated service-learning efforts to campus administration.

Amount of Grant Funding from Granting Agency	\$19,912
Amount of College Match	<u>\$ 4,293</u>
Total Amount of Grant	\$24,195

Performance Period: July 10, 2002 through June 30, 2003

2. Chancellor’s Office – Experiential Learning Opportunities for Orchestra Students. The purpose of this project is to augment the student orchestra with professional musicians who will serve as music mentors and thus address the following goals: 1) Provide students with the experience of rehearsing and performing literature of the standard orchestral repertoire that utilizes all the available instruments and represents a variety of style periods; 2) Provide students with the experience of accompanying soloists and a choral ensemble in masterpieces of music with professional soloists; 3) Expose students to professionalism in music by rehearsing and performing alongside a professional music mentor.

Amount of Grant Funding from Granting Agency	\$19,988
Amount of College Match	<u>\$ 7,206</u>
Total Amount of Grant	\$27,194
Performance Period: July 10, 2002 through June 30, 2003	

3. Chancellor’s Office – Industry-Driven Regional Collaborative (IDRC). The proposed IDRC project will establish the flow of trained technicians and engineers by building both the short-term and the long-term solutions the aerospace industry needs in order to narrow the gap that exists between the number of manufacturing engineers and/or technicians available and the number that will be needed. By partnering directly with Boeing, Northrop Grumman and others, this IDRC project will involve our industry partners identifying the specific skills sets that will be needed by their manufacturing engineering technicians. The result will be the creation of an industry-wide “Manufacturing Engineering Technician Certification Program.”

Amount of Grant Funding from Granting Agency	\$492,128
Amount of College Match (In-Kind)	<u>\$507,654</u>
Total Amount of Grant	\$999,782
Indirect Rate: \$18,928 (4%)	
Performance Period: July 10, 2002 through June 30, 2003	

4. Chancellor’s Office – “MERLOT (Multimedia Educational Resource for Learning and Online Teaching): A Library of Digital Resources for Instruction in California Community Colleges. The California community college system is one of 23 higher education systems in the United States and Canada that are partners in the MERLOT Project. MERLOT is an online repository of links and peer-reviews for computerized teaching and learning modules, organized by academic fields such as Biology, History and World Languages. This grant application seeks funds mainly for the purpose of providing California faculty who serve as MERLOT peer reviewers with the released time or stipends and for the purpose of covering required faculty travel. The system’s State Academic Senate has endorsed California community college participation in MERLOT.

Amount of Grant Funding from Granting Agency	\$74,600
Amount of College Match (In-Kind)	<u>\$ 9,846</u>
Total Amount of Grant	\$84,446
Performance Period: July 10, 2002 through June 30, 2003	

5. Department of Education – Child Care Access Means Parents in School Program. Funding requested for this project in the amount of \$212,833 for four years will be used to provide subsidized child care services to low-income student parents. An additional seven to ten subsidized slots will be available per year, based on the center’s sliding fee scale. Some of the children will attend full time and some part-time, based on the needs of individual student parents. The remainder of the funds will cover the cost of the accreditation process with the goal of the El Camino College Child Development Center becoming accredited by June 2004.

Amount of Grant Funding from Granting Agency	\$212,833
Amount of College Match (In-Kind)	<u>\$200,000</u>
Total Amount of Grant	\$412,833
Performance Period: August 1, 2002 through July 31, 2006	

6. FIPSE – Mathematics for Future Elementary School Teachers (Math F.E.S.T.). The majority of elementary school teachers lack satisfactory background in mathematics, and few prospective teachers select a concentration in math. This project proposes to address this deficiency by creating a model program with sections of key lower division math courses designated for future teachers and paired with a Module Development Course to integrate content knowledge with modern pedagogy and guided teaching practice in third through fifth grade classrooms.

Amount of Grant Funding from Granting Agency	\$482,141
Amount of College Match (In-Kind)	<u>\$262,363</u>
Total Amount of Grant	\$744,504
Indirect Rate: \$35,714.16 (8%)	
Performance Period: October 1, 2002 through September 30, 2005	

7. National Science Foundation, DUE – Connected to Academics, Responsibility and Excellence (CARE). The CARE project focuses on STEM (Science, Technology, Engineering and Mathematics) students’ intellectual and creative human development supported through a unique and holistic academic approach. Students will be recruited, and admitted to El Camino College, from underrepresented minorities (race, ethnicity, gender, disability and income) from local high schools and employers. These students will receive academic, financial and career counseling and planning through El Camino College’s Connected Learning and Instruction Center (CLIC).

Amount of Grant Funding from Granting Agency	\$350,289
Amount of College Match	<u>\$ -0-</u>
Total Amount of Grant	\$350,289
Performance Period: January 1, 2003 through December 31, 2006	

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

	<u>Page No.</u>
A. Resolution – District Appropriation Limit for 2002-03	1
B. Tentative Budget 2002-03	1
C. Transfer of Funds to Workers’ Compensation Fund	1
D. Contracts Valued at \$50,000 or Higher.....	1
E. Amendments.....	2
F. Notices of Job Completion	2
G. Bid 2002-1/Leased Digital Copiers.....	3
H. Bid 2002-2/Printing of Student Handbook & Planner	4
I. Bid 2002-3/MSC and PE Buildings - Roofing.....	4
J. Contracts – Change Order	5
K. Revised Board Policy 2510 – First Read.....	6
L. Procedure 2510.....	10
M. Purchase Orders.....	15

A. RESOLUTION – DISTRICT APPROPRIATION LIMIT FOR 2002-03

It is recommended that the Board of Trustees adopt the resolution establishing the Appropriation Limit of \$103,164,505 for the 2002-03 fiscal year. Article XIII B of the State Constitution as approved by the voters in November 1979 requires the establishment of an Appropriation Limit on “Proceeds of Taxes” revenues for public agencies, including school districts. The governing board must approve each year the appropriation limit for the District.

B. TENTATIVE BUDGET 2002-03

It is recommended that the Tentative Budget, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Bookstore, and Cafeteria Funds for the 2002-03 fiscal year, be adopted by the Board. 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. TRANSFER OF FUNDS TO WORKERS' COMPENSATION FUND

It is requested that \$660,000 of moneys in the 2002-03 General Fund-Unrestricted budget be transferred to the Workers Compensation Fund.

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

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

1. California Technology, Trade & Commerce Agency – (CTTCA) – (01-0224)

Create jobs and retention through the provision of one-on-one consulting and technical assistance and workshops to small business owners and prospective owners for the period from May 1, 2002 to September 30, 2002, at no cost to the District.

2. **Datatel** – Renew annual license and maintenance on the HP 9000 K450 printers for the period from July 1, 2002 to June 30, 2003, at a total cost not to exceed \$145,958.47.

3. **Xavier Urbina** – Perform construction inspections as the Inspector of Record for various projects, as assigned, for the period from July 1, 2002 to June 30, 2004 (2-year contract), at a cost not to exceed \$100,000 per year.

4. **Toft Wolff Farrow, Inc.** - Develop mechanical, electrical, plumbing and utility infrastructure needs in concert with the architectural master plan for the period from April 1, 2002 to December 31, 2002 at a cost not to exceed \$87,000.

5. **Parker & Covert, LLP.** - Provide legal services as required by the District for the period from July 1, 2002 to June 30, 2003, at a total cost not to exceed \$90,000.

E. AMENDMENTS

It is recommended that the Board approve the following amendments to previously approved contracts.

1. **The Lew Edwards Group** The contract information on the Lew Edwards Group presented at the April Board meeting (\$35,000 plus expenses) was misunderstood and lowered during Board discussion to \$21,000. It is recommended that the Board approve the contract as it was originally submitted. It read:

“The Lew Edwards Group will provide public information bond campaign services to assess feasibility and to build community awareness of the District’s facility needs. Cost: \$35,000 (plus expenses) for services provided prior to 07/22/02, with subsequent services and fees negotiable.”

2. Increase the contracts with the following fire departments to provide Fire Fighter In-Service Training for designated participants enrolled in the District’s Fire Protection Services Programs as follows:

	<u>Date</u>	<u>Cost</u>
<u>Beverly Hills Fire Department</u>	7/1/01 - 6/30/02	\$55,000 —\$63,000
<u>Culver City Fire Department</u>	7/1/01 – 6/30/02	\$45,000 —\$55,000
<u>El Segundo Fire Department</u>	7/1/01 – 6/30/02	\$45,000 —\$50,000
<u>Industrial Emergency Council</u>	7/1/01 – 6/30/02	\$60,000 —\$70,000

3. **8 Ball Data (Dean Peterson)** – Increase by \$7,000 the previously approved contract (PO #B47260) for marketing and coordination efforts of the Specialty Beverage Certification Program distance education development for the Center for Applied Competitive Technologies (CACT) for the period from July 1, 2001 to June 30, 2002 for a total cost not to exceed \$56,000
4. **Deborah Imonti** - Increase by \$7,000 the previously approved contract (PO# 47261) for marketing and coordination efforts to complete the sale of the Employment Training Contract training slots for the Center for Applied Competitive Technologies (CACT) for the period from July 1, 2001 to June 30, 2002, for a total cost not to exceed \$56,000.

F. NOTICES OF JOB COMPLETION

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

<u>Vendor/Project Name</u>	<u>Cost</u>
1. <u>C. A. Granger</u> Miscellaneous Construction Humanities 8 Renovation Bid No. 9899-20 Payable to: C. A. Granger Construction 750 N. Batavia Unit F Orange, CA 92868-1238 Att: Darlene Granger	\$53,420.87 PO #B47992
2. <u>Hickman Mechanical, Inc.</u> Hydronic Site Piping and West Boiler Plant Replacement Bid No. 2000-9 Payable to: Hickman Mechanical, Inc. 11930 Goldring Road Arcadia, CA 91006	\$1,129,875 PO #36131

G. BID 2002-1/LEASED DIGITAL COPIERS

It is recommended that the above-titled bid be awarded to the vendor listed below, in accordance with all specifications, terms, conditions and addenda issued of Bid 2002-1/Leased Digital Copiers. This contract will provide forty (40) digital copiers of varying capacities to replace the leased analog copiers now in place throughout the campus. The period of lease will be for three (3) years and may be extended for two (2) additional one-year periods if mutually agreed upon by the seller and the District.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Minolta [5]	\$223,018.92 (amt. reflects a 3 year period) Does not include optional accessories or applicable sales tax. Labor, delivery included.

Other qualified bidders:

Lanier [5]	\$294,104.52
United Imaging [3]	\$312,570.72
Imagistics [5]	\$311,822.52
Pacific Coast Office [3]	\$373,602.60
BMC [3]	\$374,323.32
Canon [5]	\$466,481.16
Xerox [5]	\$564,158.52
OCE [5]	\$807,174.00

“No Bid” responses: 2

Non-respondents: Advanced Business Systems; Danka; Benchmark; Image 2000; Sharp; Ricoh Business Systems; Konica; Image IV Systems; Coast to Coast Business Equipment; Contact Office Solutions; AVC Automation; Select Office Solutions; Copy-FX

H. BID 2002-2/PRINTING OF STUDENT HANDBOOK AND PLANNER

It is recommended that the above-titled bid be awarded to the vendor listed below, in accordance with all specifications, terms, and conditions of Bid 2002-2/Student Handbook and Planner. The period of service will be for one (1) year and may be extended for four (4) additional one-year periods if mutually agreed upon by the seller and the District.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
48282	Campus Ink [3]	\$22,443.40 Includes materials, labor, delivery and applicable taxes.

Other bidders:

*Premier [3]	\$15,183.15
Graphic Corps [2]	\$28,539.58
Monterey Graphics [4]	\$31,542.50

*Premier was the apparent low bidder when bids were opened on May 2, 2002. Premier's low cost is due to their requirement that El Camino College enter all data for the planner using an Excel spreadsheet or Premier's on-line events entry system (template) so that our materials can be submitted in their camera-ready form. El Camino College already has existing straight text on PC for submittal to vendor who will provide layout of the text. Premier's planner is also smaller than the using department requires. Award to the second lowest bidder who can accommodate our requirements, "Campus Ink", is recommended.

"No Bid" responses: 0

Non-respondents: House of Doolittle

I. BID 2002-03/ MCS BUILDING AND P.E. BUILDING – ROOFING

It is recommended that the following contractor be awarded an agreement for labor and materials to provide roofing of the MCS and P.E. Buildings in accordance with the specifications, terms, and conditions of the above named bid.

1. MCS Building

<u>P.O.#</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Best Roofing Inc. [5]	\$126,900.00 including labor, materials, and applicable taxes.

Other Bidders: Letner Roofing [5], \$143,112.00; Southern California Roofing [5], \$172,000.00; Stone Roofing [AA code not reported], \$176,700.00; Long Beach Roofing [AA code not reported], \$182,230.00.

“No Bid” Responses: None

Non-Respondents: Adco Roofing, American General Roofing, American Roof Masters, Coast Roofing, Golden State Roofing, Owen Pacific, Royal Roof Co., Sadler Roofing, Stout Roofing, and SWS Roofing.

2. **P.E. Building**

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Best Roofing Inc.	\$223,650.00 including materials, labor, and applicable taxes.

Other Bidders: Letner Roofing [5] \$154,260.00*; Long Beach Roofing[AA code not reported], \$258,700.00; Southern California Roofing [5] \$261,000.00; Stone Roofing [AA code not reported] \$278,167.00;

* On June 7, 2002, Letner Roofing requested relief from the bid due to their miscalculation of the square footage of the roof area, and the District accepted the request.

“No Bid” Responses: None

Non-Respondents: Adco Roofing, American General Roofing, American Roof Masters, Coast Roofing Inc., Golden State Roofing, Owen Pacific, Royal Roof Co., Sadler Roofing, Stout Roofing, and SWS Roofing Inc.

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

J. **CONTRACTS – CHANGE ORDERS**

<u>C.A. Granger Construction Inc.</u>	Cost: \$53,420.87
Remodel	Account: 11-56120-44-633000-5159
Humanities – H8	
04-01-2002	
Contract Coordinator: Janet Clarke	

#1/Run wire mold along East wall to outside. Run EMT along exterior wall to under building. Penetrate floor for power to furniture partition. Unable to use existing temporary power per house electricians (\$608.87; add 0 days); #2/Remove (5) existing frosted windows and replace with clear glass. Remove existing door and replace with new hollow metal (3' x 7' x 1 ¾") door with new lockset and closure (\$1,261.00; add 0 days); #3/Furnish and install Premium grade plastic laminate cabinets and top per plans

and elevations by Ward and Associates dated 2/13/02 in Room H-8 (\$3,007.00; add 0 days). Furnish and install additional partition furniture per plans by Ward and Associates dated 2/13/02 in Room H-8 (\$1,293.00; add 0 days); Remove (2) data lines and (1) telephone lines. Re-pull new (2) data and (1) telephone lines for new partition furniture location (\$690.00; add 0 days); #4 Credit: (1) LCN 4041 closure, (1) set of 5" x 5" hinges; (1) Schlage L9070 lockset, classroom function; Labor to install door; paint door and jam (Credit \$686.00).

K. REVISED BOARD POLICY – FIRST READ

It is recommended that the Board accept the following revised Board policy for first read:

<u>Revised Policy (presented for first read)</u>	<u>Replaces # (to be deleted)</u>
2510 Participation in Local Decision Making	3605

This policy is shown below.

Board Policy 2510

Participation in Local Decision Making

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

Academic Senate(s) (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board will normally accept the recommendations of the Academic Senate on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et. Seq., California Administrative Code, Title V, and listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational Program Development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Board of Trustees designates the Vice President-Academic Affairs as the liaison to the Academic Senate for the items listed above.

If the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.

Nothing in this policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between the Federation of Teachers and the District. Written notification shall be given to the El Camino College Federation of Teachers by the District at the beginning of discussions between the Academic Senate and the District on academic and professional matters.

June 24, 2002

Administrative Services 7

Staff (Title 5, Section 51023.5.)

Classified staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Police Officers Association (POA), El Camino Classified Employees (ECCE) and confidential groups will be given every reasonable consideration.

Students (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

Reference:

Education Code Section 70902(b)(7); Title 5, Sections 53200 *et seq.*, (Academic Senate), 51023.5 (staff), 51023.7 (students)

El Camino College
Adopted:

Replaces Board Policy #3605

COLLEGIAL CONSULTATION BETWEEN THE BOARD OF TRUSTEES
AND THE ACADEMIC SENATE COUNCIL OF EL CAMINO COLLEGE — 3605

~~The Board of Trustees will normally accept the recommendations of the Academic Senate Council on academic and professional matters as defined by Sub-chapter 2, Section 53200, et. Seq., California Administrative Code, Title V, and listed below:~~

- ~~(1) — Curriculum, including establishing prerequisites and placing courses within disciplines~~
- ~~(2) — Degree and certificate requirements~~
- ~~(3) — Grading policies~~
- ~~(4) — Educational program development~~
- ~~(5) — Standards and policies regarding student preparation and success~~
- ~~(6) — District and College governance structures, as related to faculty roles~~
- ~~(7) — Faculty roles and involvement in accreditation process, including self study and annual reports~~
- ~~(8) — Policies for faculty professional development activities~~
- ~~(9) — Processes for program review~~
- ~~(10) — Processes for institutional planning and budget development, and~~
- ~~(11) — Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Council of the Academic Senate.~~

~~If the District Governing Board of Trustees disagrees with the recommendation of the Council of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.~~

~~Nothing in the policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between the Federation of Teachers and the District. Prior to discussion between the Council of the Academic Senate and the District on academic and professional matters, written notification shall be given to the El Camino College Federation of Teachers by the District.~~

~~El Camino College~~

~~Policy~~

~~Adopted: 4/27/92~~

~~June 24, 2002~~

Administrative Services 9

L. PROCEDURE

The following procedure is presented for the information of the Board. Its previous number (801) has been changed to match the corresponding Board policy.

ADMINISTRATIVE PROCEDURE 2150

COLLEGIAL CONSULTATION

I. Purpose

The College Consultation Procedure functions within the mandates of AB 1725, the Education Code and Title 5 regulations; collective bargaining agreements, and policies of the El Camino Community College District Board of Trustees. The process allows for recommendations to the Superintendent/President through a defined structure which uses the College Council as a coordinating body for all items. The Academic Senate has primary responsibility for making recommendations in the area of academic and professional matters.

II. Statement

Consultation at El Camino College involves a collaborative process in which members of major campus constituencies play an appropriate part by making recommendations to the Superintendent/President in accordance with the Education Code, Assembly Bill 1725, Title 5 and policies adopted by the El Camino Community College District Board of Trustees. It also provides an opportunity to resolve issues having campus-wide impact.

- A. Faculty. In accordance with Title 5 and approved Board of Trustees policy, the process assigns primary recommendation responsibility for academic and professional matters to the Academic Senate. The process welcomes ideas and suggestions from all faculty members. Recommendations from the Academic Senate are shared with the College Council.
- B. Classified, Confidential, Administrative. The consultation process involves forwarding ideas and recommendations having campus-wide impact from consultation committees, councils and task forces to College Council for review and/or information. This provides effective participation in the development of recommendations that ultimately may result in policy.
- C. Students. The consultation process promotes ways through which students may have a significant impact on the way El Camino College functions. Students are encouraged to participate in campus-wide activities and organizations. Students select their representative to the College Council. That representative has an equal standing with the representatives from other campus-wide constituencies.
- D. Background.
 - 1. Education Code Section 70902(b) (7) authorizes the Board of Governors to:
 - a. Ensure faculty, staff and students the right to participate effectively in district and college governance;

- b. Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
- 2. Assembly Bill 1725 authorizes:
 - a. Responsibility for faculty members in duties that are incidental to their primary professional duties;
 - b. Faculty involvement in institutional governance and decision making;
 - c. Staff development among college groups to facilitate collegial consultation awareness, roles and responsibilities.
- 3. Title 5 states the requirements for governing boards to:
 - a. Require effective participation of students and staff in development of recommendations to the governing board;
 - b. Consult collegially with the Academic Senate on academic and professional matters.

III. Role and Functions of the College Council

The role of the College Council is to bring together all constituent groups to facilitate development and understanding of college-wide recommendations.

Through representatives from campus constituencies, the College Council:

1. Reviews recommendations from committees designated as Collegial Consultation committees;
2. Serves as the primary, non-bargaining source for discussion and communications regarding campus-wide issues and policies;
3. Provides feedback to the Superintendent/President regarding such issues as planning, policy development and coordination, campus and council priorities;
4. Focuses on broad issues, not day-to-day administration of the College;
5. Operates on a consensus-building basis or a majority vote in an advisory capacity;
6. Supports and abides by areas governed by collective bargaining agreements;
7. Supports and abides by areas involving professional activities legally delegated to the Academic Senate;
8. Ensures that major recommendations of the College are consistent with the educational mission of the College;
9. At all times focuses on students.

IV. Membership and Process of College Council

College Council membership consists of the one representative each from the Associated Student Body, Academic Senate, El Camino College Federation of Teachers, El Camino Classified Employees, Police Officers Association, Confidential employees and Management. Each member has one vote should voting become necessary. The three vice presidents complete the College Council and have one vote among them.

The Superintendent/President of El Camino College serves as Chair of the College Council, facilitates the meetings, determines whether consensus exists, and receives recommendations of the council. The agenda is published before each meeting. All actions and recommendations are communicated to the Area and Division Councils, committees, and constituencies through the representational membership.

V. Collegial Consultation Groups

Collegial consultation groups shall include the Academic Senate, Area Councils, Division Councils, the Planning and Budgeting Committee, and other councils, committees and task forces as formed by the President and deemed necessary to the consultation process. Collegial consultation groups are created and organized to make recommendations to the College Council or to decide issues within their purview.

The Academic Senate makes recommendations regarding academic and professional matters as specified in AB 1725 and El Camino Community College District board policy, and shares those recommendations with the College Council.

The College Council is supported by three Area Councils – Academic Affairs, Student and Community Advancement, and Administrative Services. These are in turn supported by their respective Division Councils, departments and committees.

The Planning and Budgeting Committee is a collegial consultation standing committee which also sends its recommendations to the College Council for review.

From time-to-time other committees or task forces may be created by the President and designated as collegial consultation groups.

VI. Committee Appointments

The Academic Senate, after consulting with the Superintendent/President or designee, shall appoint faculty members to serve on committees, task forces or other groups dealing with academic and professional matters as specified in AB 1725 and El Camino Community College District board policy. Unless specified in a contractual agreement, other committee appointments are made by the Superintendent/President or designee in consultation with constituent organizations.

VII. Communication

The College Council, the Academic Senate and all other designated collegial consultation committees, councils, and task forces will communicate with College constituents through the promulgation of widely distributed minutes.

A list of all consultation committees showing membership and communication channels, ie., telephone extensions and e-mail addresses are available on the El Camino College Infonet.

The College Council will review and evaluate its operations and all other committee, council and task force operations annually.

M. PURCHASE ORDERS

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

Run Date
6/3/02

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 6-24-2002

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
P0043185	Educational Innovations Inc.	Physics	Supplies	\$251.25
P0043361	Humanware, Inc.	CalWORKs	Supplies	\$2,051.34
P0043367	Edvotek	Life Sciences	Supplies	\$138.56
P0043437	Tiger Direct, Inc.	Behavioral & Soc Sci.	New Equipment – Instruc.	\$108.24
P0043506	Chemsearch	Automotive Shop	Supplies	\$368.05
P0043524	Kemtech America	Chemistry	Supplies	\$317.99
P0043526	Barnstead/Thermolyne	Chemistry	Supplies	\$53.91
P0043541	Scan Soft	VATEA Special Resource	Supplies	\$686.05
P0043542	Words Plus	VATEA Special Resource	Supplies	\$779.34
P0043543	AI SQUARED	VATEA Special Resource	Supplies	\$81.19
P0043544	Freedom Scientific Blind/Low Vis.	VATEA Special Resource	Supplies	\$1,302.59
P0043545	Computers 4 Sure	VATEA Special Resource	Supplies	\$508.72
P0043546	Synapse	VATEA Special Resource	Supplies	\$653.63
P0043572	Tyner, Inc	00-01 P4E ONE CARD	New Equip. – Noninstruc.	2,026.44
P0043613	Dell Marketing L. P.	00-01 P4E WEBMASTER	New Equip. – Instruc.	\$1,568.54
P0043655	Eagle Rock Information Systems	TTIP Total Cost	New Computer Equip.-No	\$5,000.00
P0043673	PC Mall	00-01 P4E ONE CARD	New Equip. – Noninstruc.	\$755.57
P0043695	Atd American Co.	TTIP Total Cost	New Computer Equip.-No	\$6,039.74
P0043729	Anixter	TTIP Total Cost	New Computer Equip. –No	\$173.20
P0043793	FARONICS Technologies USA	00-01 P4E ART B320	New Equipment – Instruc.	\$2,175.35
P0043818	Staples	Telecommunications	New Equip. – Noninstruc.	\$371.19
P0043825	Dell Marketing L. P.	Administration	New Equip. – Noninstruc.	\$14,974.22
P0043860	Dell Marketing L. P.	VATEA Business Educa	New Equip. – Instruc.	\$3,137.09
P0043885	Paramount Saw	Facilities/Planning	Replacement Equipment	\$194.80
P0043914	Hilti	Facilities/Planning	Replacement Equipment	\$382.56
P0044000	Maintex Inc.	Facilities/Planning	Replacement Equipment	\$9,141.06
P0044004	Dell Marketing L. P.	Ed & Community Devel	New Equipment – Noninstruc.	\$323.67
P0044007	Roger's Systems Specialist	00-01 P4E VGS PROJEC	New Equipment – Instruc.	\$64.89

June 24, 2002

Administrative Services 15

P0044013	Us Armor Corp	Parking-Student Perm	New Equip. – Noninstruc.	\$497.95
P0044060	Roger's Systems Specialist	00-01 P4E ART B320	New Equip. – Instruc.	\$103.79
P0044067	Dell Marketing L. P.	Facilities/Planning/	New Computer Equip.-No	\$1,730.92
P0044092	J & J Associates	VATEA Counseling	New Equip. – Instruc.	\$32,000.00
P0044106	Micro Warehouse	TANF	New Equip. – Noninstruc.	\$6,880.38
P0044110	CCS Presentation Systems Inc.	VATEA Business Educa	New Equip. – Instruc.	\$18,950.02
P0044152	Persits Software Inc.	CA Virtual Comm Coll	Software	\$269.54
P0044157	Pasco Scientific	Physics	Supplies	\$517.44
P0044173	Amazon.Com	Financial Aid	Other Books	\$21.65
P0044181	Dell Marketing L. P.	VATEA Supplementary	Replacement Computer Equip.	\$1,366.12
P0044182	Computer Prompting & Captioning	DSPS	New Equip. – Instruc.	\$411.35
P0044186	Duxbury Systems, Inc.	Tech Med Courses	Supplies	\$540.17
P0044187	Humanware, Inc.	DSPS	New Equip. – Instruc.	\$1,077.09
P0044189	Aaa Flag & Banner Mfg. Co.	Administrative	Supplies	\$357.23
P0044191	Dell Marketing L. P.	Facilities/Planning	New Computer Equip.-No	\$8,426.18
P0044198	Math Teacherstore.Com	PFE Maximizing Math	Supplies	\$99.60
P0044201	Dell Marketing L. P.	TANF	New Equip. – Noninstruc.	\$3,137.09
P0044251	Carolina Radio	Technical Services	Repairs Parts And Supplies	\$454.66
P0044252	Dell Marketing L. P.	DSPS	New Equip. – Instruc.	\$8,815.88
P0044355	M & K Metal Co.	Install Fire Protect	Supplies	\$659.56
P0044378	Best Impressions	00-01 Early Steps	Supplies	\$322.59
P0044387	Labrea Plaza Office of the Build	00-01 P4E Inglewood	Site Improvements	\$6,048.00
P0044407	Delphin Computer Supply	SBDC T&C 1/1/02 to 1	New Equip. – Noninstruc.	\$339.91
P0044450	Grainger	Operations	Supplies	\$2,106.65
P0044525	Graphics Corps, the	VATEA Supplementary	Multi Media Advertising	\$833.53
P0044531	Assist Design	EOPS	Student Survival Kits	\$1,400.00
P0044544	Atlas-Allied, Inc.	Repl Water Mains	Contract Services	\$8,900.00
P0044545	Sitler's Suppliers, Inc.	Civic Center Fine Art	Supplies	\$736.10
P0044546	Full Compass	Civic Center Fine Art	Supplies	\$242.05
P0044547	Consumer Credit Counsel of LA	Careers in Child Care	Conferences Faculty	\$150.00
P0044548	El Camino College Warehouse	Copy Center	Direct Supp	\$1,446.00
P0044549	The Graphic Corps	VATEA Supplementary	Multi Media Advertising	\$1,310.55
P0044550	Cummins-Allison Corporation	Parking-Student Perm	Repairs Non Instr	\$245.12
P0044551	Vincent Velez	MESA Program	Student Stipends	\$50.00
P0044552	Southland Lumber	Fine Arts	Supplies	\$302.02
P0044553	Cal Western Paint	Fine Arts	Supplies	\$374.34
P0044554	Hollywood Rentals	Fine Arts	Supplies	\$209.36
P0044555	Specialty Doors	P4E Inglewood Fire	Repairs - Instructional	\$1,450.00
P0044556	Fax Superstore	Public Information	New Equip. – Noninstruc.	\$187.26
P0044557	Cisco Systems	00-01 P4E CISCO ACAD	Supplies	\$6,955.20
P0044558	Micro Warehouse	00-01 P4E CISCO ACAD	New Equip. – Instruc.	\$1,248.00
P0044560	Vantage Point Productions, Inc St	RITC 10/1/01 - 9/30	Supplies	\$1,946.71

P0044561	Thompson Trophy	Student Affairs	Expenses/Ancillary Service	\$716.62
P0044562	Signature Party Rental	Graduation Dais	Other Rentals	\$590.00
P0044563	El Camino College District	Student Affairs	Expenses/Ancillary Service	\$747.79
P0044564	Richard E. Holz Conference Cnt	TITLE V - ECC Indivi	Conferences Mgmt	\$148.00
P0044565	American Express Travel	Public Information	Transportation/ Mileage	\$274.31
P0044566	Pauline Annarino	RITC 10/1/01 - 9/30	Supplies	\$157.17
P0044567	Courtyard Marriott Richmond	Student Affairs	Due to Other Funds/Invest	\$1,742.40
P0044568	America's Trophy	Student Affairs	Due to Other Funds/Invest	\$136.08
P0044569	Manuel Rivas	EOPS	Contract Services	\$100.00
P0044570	Jet Tech Printer Service	Facilities/Planning	Repairs Noninstructional	\$96.00
P0044571	Rcuh #1324 University of Hawaii	DSPS	Conferences Mgmt	\$45.00
P0044572	The Community College Found	00-01 Modeling Appro	Reproduction Instructional	984.00
P0044573	AGS American Guidance Service	00-01 Early Steps	Supplies	\$54.13
P0044574	Corporate Express	00-01 Early Steps	Supplies	\$728.80
P0044575	American Express Travel	00-01 Modeling Appro	Conferences Other	\$108.50
P0044576	Premier Agendas	EOPS	Student Survival Kits	\$12,725.72
P0044578	Tyner, Inc.	00-01 P4E One Care	New Equip. – Noninstruc.	\$2,237.53
P0044579	Clark Security	Technical Services	Repairs Parts And Supplies	\$259.80
P0044580	Archie Ivy, Inc.	Install Emergency	Repairs Noninstructional	\$3,863.00
P0044581	Jack Selph	Presidents Office	Other Services And Expense	\$180.00
P0044582	American Express Travel	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$186.50
P0044583	American Express Travel	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$186.50
P0044584	ECC Food Service-Catering	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$336.12
P0044585	Paradise Awards	Resp Therapy	Supplies	\$250.06
P0044586	Ccsce	Division Office Inst	Library Books	\$187.69
P0044587	Amtech Elevator	Facilities/Planning	Repairs Noninstructional	\$1,097.60
P0044588	National Roofing Consultants Inc.	Roof Replacement / V	Contract Services	\$15,900.00
P0044589	Collins & Aikman	Facilities/Planning	Repairs Noninstructional	\$1,045.59
P0044590	ECC Wplrc/Culinary Arts	Information Technol.	Conferences Mgmt	\$66.91
P0044591	100 Black Men of Los Angeles	VP-SCA	Conferences Classified	\$500.00
P0044592	Ron Scarlata	Fine Arts	Supplies	\$75.76
P0044593	Mid City Mailing Services	Fine Arts	Supplies	\$575.00
P0044594	Torrance Postmaster	Fine Arts	Supplies	\$1,101.52
P0044595	American Express Travel	Fine Arts	Supplies	\$1,986.00
P0044596	Sandy Nitchman	Fine Arts	Supplies	\$60.00
P0044597	Debbie Minniebelli	Fine Arts	Supplies	\$120.00
P0044598	Linda Muggeridge	Fine Arts	Supplies	\$200.00
P0044599	Anna Ford	Fine Arts	Supplies	\$200.00
P0044600	Ashora Thiagarajan	Fine Arts	Supplies	\$200.00
P0044601	Violet Son	Fine Arts	Supplies	\$200.00
P0044602	Mark Artusio	Fine Arts	Supplies	\$200.00
P0044603	Liliana Filipovic	Fine Arts	Supplies	\$200.00

P0044604	Sharon Harman	Fine Arts	Supplies	\$200.00
P0044605	Lynn Angebrannt	Fine Arts	Supplies	\$200.00
P0044606	Leah Katz	Fine Arts	Supplies	\$200.00
P0044607	Colleen Coomber	Fine Arts	Supplies	\$200.00
P0044608	Cathy Larson	Fine Arts	Supplies	\$200.00
P0044609	Peterson Hydraulics	Automotive Technology	Repairs - Instructional	\$649.58
P0044610	San Diego Community College	International Educat	Dues And Memberships	\$300.00
P0044611	Inglewood Today Magazine	00-01 P4E INGLEWOOD	Supplies	\$75.00
P0044612	Thompson Trophy Mfg.	Commencement Expense	Supplies	\$173.20
P0044613	Torrance Hilton At South Bay	Fine Arts	Supplies	\$109.99
P0044614	Best Western Intapi Inn	Health Sciences	Supplies	\$2,045.12
P0044615	Jessica Schilling	00-01 P4E School Hea	Contract Services	\$300.00
P0044616	Lisa Basiri	00-01 P4E School Hea	Contract Services	\$300.00
P0044617	Carrie Schat	00-01 P4E School Hea	Contract Services	\$300.00
P0044618	Jean K. Perbix	00-01 P4E School Hea	Contract Services	\$300.00
P0044619	Carole Bush	Counseling Office	Supplies	\$58.32
P0044620	Lisa Correa	00-01 P4E School Hea	Contract Services	\$300.00
P0044621	Sue Oda-Omori Ecc Counseling Divi	Counseling Office	Supplies	\$24.96
P0044622	Rjmg Inc.Subway 11543	Counseling Office	Supplies	\$53.70
P0044623	Rainforest Flora Inc.	Presidents Office	Other Services And Expense	\$433.00
P0044624	Enterprise Rent-A-Car	Counseling Office	Supplies	\$86.83
P0044625	Enterprise Rent-A-Car	Counseling Office	Supplies	\$86.83
P0044626	Empire Cleaning Supply	Restroom Renovations	Site Improvements	\$308.10
P0044628	A & E Trophies & Engraving	Counseling Office	Supplies	\$546.66
P0044629	Guzman	Rad Tech	Dues And Memberships	\$488.00
P0044630	Paradise Awards	Health Sciences and	Supplies	\$92.01
P0044631	Paradise Awards	Health Sciences and	Supplies	\$488.42
P0044632	Paradise Awards	Resp Therapy	Supplies	\$105.87
P0044634	Elaine Moore	Counseling Office	Supplies	\$189.00
P0044635	ECC Wplrc/Culinary Arts	Counseling Office	Supplies	\$287.88
P0044636	Custom Trophy	Student Affairs	Due to Other Funds/Invest	\$256.94
P0044637	Star Silkscreen	Student Affairs	Due to Other Funds/Invest	\$311.22
P0044638	R. F. MacDonald Co.	Repl Heat Piping-Nor	Site Improvements	\$6,300.00
P0044639	Heritage 21st Centure Movers	Replace South Gym Bl	Contract Services	\$23,430.00
P0044640	Hcfa Laboratory Program	Health Services	Dues And Memberships	\$150.00
P0044641	Judith Norton	CA Virtual Comm Coll	Supplies	\$166.97
P0044642	Joseph Georges c/o California Vir	CA Virtual Comm Coll	Supplies	\$64.93
P0044643	Coast Community College Dist.	CA Virtual Comm Coll	Multi Media Advertising	\$1,250.00
P0044644	ECC Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$95.24
P0044645	San Diego Comm Coll Dist Auxiliary	CACT Partnership	Conferences Mgmt	\$433.99
P0044646	ECC Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$507.29
P0044647	Adopt-A-Stormdrain, Inc.	Public Information	Multi Media Advertising	\$324.75

June 24, 2002

Administrative Services 18

P0044648	Marina Security Gate And Iron	Parking-Student Perm	Repairs Noninstructional	\$960.00
P0044649	Bencher Inc.	Audio/Visual	Repairs - Instructional	\$250.00
P0044650	Monterey Graphics, Inc.	Public Information	Printing	\$307.78
P0044651	Dorothy Laspina	Fine Arts	Supplies	\$2,000.00
P0044652	American Anthropological Assoc.	International Educat	Dues And Memberships	\$175.44
P0044653	Micro Warehouse	Information Technol.	New Equip. – Noninstruc.	\$4,521.61
P0044654	Computer Connection Corp	Information Technol.	New Equip. – Noninstruc.	\$1,894.38
P0044655	ECC Wplrc/Culinary Arts	Health Sciences	Supplies	\$378.00
P0044656	American Express Travel	00-01 P4E Expanded	Conferences Other	\$271.16
P0044657	American Express Travel	VP-SCA	Conferences Mgmt	\$208.50
P0044661	El Camino College Warehouse	Purchasing and Bus.	Supplies	\$78.60
P0044662	Leroy D. Baca	Student Affairs	Expenses/Ancillary Service	\$1,000.00
P0044663	Paradise Awards	Health Sciences and	Supplies	\$86.60
P0044664	El Camino College Warehouse	Copy Center	Direct Supp	\$463.60
P0044665	ECC Food Service-Catering	Commencement Expense	Contract Services	\$25,708.54
P0044666	Paradise Awards	Resp Therapy	Supplies	\$136.40
P0044667	Paradise Awards	Health Sciences and	Supplies	\$280.37
P0044668	Kenny Lefort	Fine Arts	Supplies	\$500.00
P0044669	El Camino College ASB	Presidents Office	Other Services And Expens	\$500.00
P0044670	Bill Georges	Fine Arts	Supplies	\$1,000.00
P0044671	Jerry Root	Fine Arts	Supplies	\$500.00
P0044672	Dawn Huntoon	Fine Arts	Supplies	\$800.00
P0044673	American Express Travel Related S	Information Technolo	Conferences Mgmt	\$335.67
P0044674	Joyce Littrell	Fine Arts	Supplies	\$500.00
P0044675	Sherry Linnell	Fine Arts	Supplies	\$2,000.00
P0044676	Rose & Tuck, Llc	TTIP Total Cost	Contract Services	\$11,200.00
P0044677	Civic Light Opera of South Bay	Fine Arts	Supplies	\$275.00
P0044678	Infinite Concepts	CalWORKs	Supplies	\$107.40
P0044679	El Camino College Warehouse	Copy Center	Direct Supp	\$1,095.00
P0044680	David M. Brown II	EOPS	Supplies	\$37.61
P0044681	Ora Bryant	Rideshare	Rideshare Incentive	\$50.00
P0044682	Lorman Education Services	Presidents Office	Conferences Mgmt	\$289.00
P0044683	ECC Food Service-Catering	Ed & Community Devel	Supplies	\$140.00
P0044684	Jerry Garvin	Fine Arts	Supplies	\$125.00
P0044685	La Brea Plaza	00-01 P4E Inglewood	Site Improvements	\$175.00
P0044686	Ron Scarlata	Fine Arts	Supplies	\$160.00
P0044687	Adam Garcia	EOPS	Contract Services	\$200.00
P0044688	ECC Wplrc/Culinary Arts	MCHS 4/1/02 Thru 3/3	Supplies	\$110.00
P0044689	ECC Wplrc/Culinary Arts	Counseling Office	Supplies	\$471.49
P0044690	Ray Vidal	(STCW) Standards	Multi Media Advertising	\$75.00
P0044691	Enterprise Rent-A-Car	Journalism	Transportation	\$1,200.00
P0044692	ECC Wplrc/Culinary Arts	RITC 10/1/01 - 9/30	Conferences Mgmt	\$348.57

June 24, 2002

Administrative Services 19

P0044693	El Camino College Warehouse	Human Resources	Supplies	\$126.00
P0044694	Harvard Business Review Subscript	Community Advancement	Publications/ Periodicals	\$118.00
P0044695	Icverify, Inc.	Information Technol.	Maintenance Contracts	\$100.00
P0044697	Deborah Minnichelli	Fine Arts	Supplies	\$100.00
P0044698	Sandra Nitchman	Fine Arts	Supplies	\$100.00
P0044699	Sandra Nitchman	Fine Arts	Supplies	\$85.00
P0044700	La Brea Plaza Office of the Build	00-01 P4E Inglewood	Site Improvements	\$660.00
P0044701	El Camino College Warehouse	Foundation	Supplies	\$21.50
P0044702	Consulting Psychologists Press	Career Center	Other Services And Expense	\$250.00
P0044703	American Express Travel	International Student	Conferences Mgmt	\$387.00
P0044704	CCS Presentation Systems Inc.	Administrative Serv.	New Equip. – Noninstruc.	\$3,290.80
P0044705	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$186.38
P0044706	ECC Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$386.79
P0044707	ECC Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$560.19
P0044708	ECC Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$867.19
P0044709	Preston Bass Interpreting Service	Special Resource Cen	Liabilities/Fundraising	\$1,950.00
P0044711	Civic Light Opera of South Bay	Fine Arts	Supplies	\$2,500.00
P0044712	College Administration Publication	Division Ofc Student	Other Books	\$63.50
P0044713	Ronald Way	Machine Tool Tech	Other Services And Expense	\$304.68
P0044715	California Presenters	Ctr for Arts Adm Pub	Conferences Mgmt	\$240.00
P0044716	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$86.00
P0044717	United Oil Company	Hazmat Transportation	Gasoline	\$5,497.05
P0044718	D.A.C.S., Inc.	Replace South Gym Bl	Site Improvements	\$300.00
P0044720	California Cleaning System	Facilities/Planning/	Repairs Noninstructional	\$253.51
P0044721	Law Fire Protection Accounts Rece	Facilities/Planning/	Other Services And Expense	\$221.41
P0044723	Valentino's Cleaners	Fine Arts	Supplies	\$260.00
P0044726	El Camino College Warehouse	VATEA Administration	Supplies	\$215.00
P0044727	San Diego Marriott Hotel	00-01 Modeling Appro	Conferences Other	\$278.91
P0044728	Dss Statewide Foster &adoptive	00-01 Modeling Appro	Conferences Other	\$65.00
P0044729	Salvation Army - Crestmont Ctr	VATEA Supplementary	Conferences Mgmt	\$930.00
P0044730	Portofino Hotel	Careers in Child Car	Conferences Faculty	\$3,937.76
P0044731	Image Solutions	Admissions/Records	Postage	\$10,500.00
P0044732	ECC Food Service-Catering	Staff Development	Liabilities/Fundraising	\$2,329.48
P0044733	ECC Food Service-Catering	00-01 P4E School Hea	Supplies	\$114.00
P0044734	ECC Food Service-Catering	00-01 P4E School Hea	Supplies	\$25.00
P0044735	ECC Food Service-Catering	00-01 P4E School Hea	Supplies	\$126.00
P0044736	U.S.A. Pension & Welfare Fund	Fine Arts	Supplies	\$287.00
P0044737	ECC Food Service-Catering	Student Affairs	Expenses/Ancillary Service	\$1,445.61
P0044738	Carole Bush Ecc Counseling-Transf	Counseling Office	Supplies	\$195.19
P0044739	Association of Torrance School d	Presidents Office	Other Services And Expense	\$65.00
P0044740	Daily Breeze, the	Job Placement	Multi Media Advertising	\$1,071.36
P0044742	Thompson Trophy	Student Affairs	Expenses/Ancillary Service	\$346.98

P0044743	Janice M. Watanabe	Commencement Expense	Supplies	\$49.15
P0044744	Sonshine Print Shop	Student Affairs	Supplies	\$335.58
P0044745	American Express Travel	Career Center	Conferences Classified	\$116.50
P0044746	ECC Food Service-Catering	SBDC Program Income	Conferences Mgmt	\$1,100.00
P0044748	American Express Travel	International Student	Conferences Mgmt	\$2,965.69
P0044749	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$753.03
P0044750	Enterprise Rent-A-Car	Counseling Office	Supplies	\$86.83
P0044751	ECC Food Service-Catering	Counseling Office	Supplies	\$304.99
P0044754	American Express Travel	Public Information	Transportation/ Mileage	\$194.70
P0044755	Lifesigns, Inc.	RITC 10/1/01 - 9/30/	Contract Services	\$500.00
P0044756	Ecc Food Service-Catering	Counseling Office	Supplies	\$394.75
P0044757	South Bay Bruins	Public Information	Multi Media Advertising	\$250.00
P0047752	American Express Travel	Parking-Student Perm	Conferences Mgmt	\$212.54

Total : **251** **\$378,939.86**

B0041701	Kone Inc.	Facilities/Planning/	Repairs Noninstructional	\$2,750.00
B0043030	Enterprise Rent-A-Car	Journalism	Transportation	\$1,200.00
B0044660	The Lew Edwards Group	Institutional Service	Contract Services	\$21,000.00
B0048261	Assist Design	EOPS	Student Survival Kits	\$35,828.00
B0048263	ECCD Pty Csh	EOPS	Student Survival Kits	\$1,000.00
B0048264	Fresno Unified School	RITC 10/1/01 - 9/30	Contract Services	\$575.00
B0048265	Dan Levitt	RITC 10/1/01 - 9/30	PSA Contract Services	\$250.00
B0048266	Joanne Gray and Asso	00-01 P4E School Hea	PSA Contract Services	\$5,000.00
B0048267	Channing L. Bete Co.	EOPS	Student Survival Kits	\$1,945.90
B0048268	ECCD Pty Csh	00-01 Early Steps	Supplies	\$225.00
B0048269	ECCD Pty Csh	ILP 10/1/01-9/30/02	Supplies	\$350.00
B0048270	ECCD Pty Csh	ILP 10/1/01-9/30/02	Supplies	\$500.00
B0048272	Kimberly M. Spears	00-01 Modeling Appro	PSA Contract Services	\$1,924.00
B0048273	E.C.C. Public Inform	Alumni Assoc	Reproduction – Noninstruc.	\$2,000.00
B0048274	ECCD Pty Csh	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$1,000.00
B0048275	Levine Consulting	SBDC T&C 1/1/02 to 1	Contract Services	\$15,000.00
B0048277	HYFN	Public Information	Contract Services	\$7,500.00
B0048278	Smardan Supply Compa	Install Wall Soc Sci.	Site Improvements	\$2,000.00
B0048280	C S U San Bernardino	RITC 10/1/01 - 9/30	Contract Services	\$1,000.00
B0048281	Duane S. Rumsey	RITC 10/1/01 - 9/30	PSA Contract Services	\$6,000.00
B0048282	The College Campus	VATEA Counseling	New Equip. – Instruc.	\$22,443.40
B0048283	E.C.C. Public Inform	Alumni Assoc	Reproduction – Noninstruc.	\$2,000.00
B0048284	Judicate West	Human Resources	Contract Services	\$4,000.00
B0048285	Contra Costa Communi	Contra Costa College	Release Time – Noninstruc.	\$20,000.00

Total : **24** **\$155,491.30**

Total POs and BPOs :275 **TOTAL :** **\$534,431.16**

**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.....	1-15
B. Declaration of Indefinite Salaries for Retroactive Pay.....	15
C. Volunteers	15

A. EMPLOYMENT AND PERSONNEL CHANGES

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-50 and 1-42.

1. Retirement – Dr. Joy E. Albert, Dean of Natural Sciences, effective June 29, 2002, and that a plaque be prepared and presented to her in recognition of her services to the District since 1988.
2. Retirement – Dr. Roy H. Wishard, full-time instructor of Biology, effective May 25, 2002, and that a plaque be prepared and presented to him in recognition of his services to the District since 1962.
3. Resignation – Ms. Chris Richey, full-time instructor for the Paramedic Training Institute, effective May 20, 2002.
4. Resignation – Ms. Nili E. Steiner, full-time instructor for Paramedic Training Institute, effective June 27, 2002.
5. Resignation – Dr. Mary Wong, full-time instructor of English as a Second Language, effective June 12, 2002.
6. Change of Classification – Ms. Barbara Perez, full-time instructor of Chemistry to Acting Dean – Natural Sciences, Range 16, Step 1, Administrative Salary Schedule, effective July 1, 2002 until vacancy is filled.
7. Extend Change of Classification – Ms. Dawn Reid, from EOP&S Counselor to Acting Director of EOP&S/CalWORKS, Range 11, Step 5, Administrative Salary Schedule, effective July 1, 2002 until vacancy is filled.
8. Employment – Ms. Charlotte Ashford, full-time instructor of CIS (Computer Information Systems), Class II, Step 4, Academic Salary Schedule, effective August 29, 2002.
9. Employment – Dr. Elaine W. Cannon, full-time instructor of Sociology, regular tenure track, Class V, Step 4, Academic Salary Schedule, effective August 29, 2002.
10. Employment – Dr. Frieda (Sue) Dowden, full-time instructor of Sociology, Class V, Step 9, Academic Salary Schedule, effective August 29, 2002.
11. Employment – Mr. Gregory P. Fry, full-time instructor of Mathematics and Computer Sciences, Class IV, Step 4, Academic Salary Schedule, effective August 29, 2002.
12. Employment – Mr. Russell B. McMillin, full-time instructor of Sculpture, Class III, Step 4, Academic Salary Schedule, effective August 29, 2002.

13. Employment – Ms. Debra M. Mochidome, full-time instructor of English as a Second Language (ESL), Class II, Step 6, Academic Salary Schedule, effective August 29, 2002.
14. Employment – Mr. Junaid Siddiqui, full-time instructor of CIS (Computer Information Systems), Class II, Step 5, Academic Salary Schedule, effective August 29, 2002.
15. Employment – Mr. Ralph Taylor, full-time instructor of Mathematics and Computer Sciences, Class II, Step 7, Academic Salary Schedule, effective August 29, 2002.
16. Employment – Mr. Thomas L. Glenn, full-time/temporary instructor of Economics, Class IV, Step 9, Academic Salary Schedule, effective August 29 through December 22, 2002.
17. Personal Leave of Absence – Dr. Richard J. Chacon, full-time instructor of Anthropology, effective August 29, 2002 through June 8, 2003, in accordance with the Agreement, Article XII, Section 1.
18. Personal Leave of Absence – Ms. Karen Burchett, full-time instructor of English, **effective** August 29, 2002 through June 8, 2003, in accordance with the Agreement, Article XII, Section 1.
19. Change in Assignment – Ms. Dana Crotwell, full-time instructor of English, from 100% to 50% effective February 10, through June 8, 2003, in accordance with the Agreement, Article X, Section 2(c).
20. Extra Services – The following full-time Child Development Center Teachers, for extra services rendered during the summer & non-instructional periods, effective July 1, 2002 through June 30, 2003.

<u>Name</u>	<u>Rate</u>
Toni Newman	Class II, Step E
Charmaine Mutuc	Class IV, Step B

21. Special Assignment – Ms. Jeanne Bellemin, full-time instructor of Biology, to be paid \$85.16 for lecture, \$76.64 for lab, not to exceed \$7,000, effective June 3 through July 15, 2002, in accordance with the Agreement, Article X, Section 8(a).
22. Special Assignment – Dr. Angela Simon, full-time instructor of Psychology, to oversee and coordinate the development and daily operation of HTP (Honors Transfer Program), to be paid \$47.47 an hour, not to exceed 40 hours or \$2000, in accordance with the Agreement, Article X, Section 14(a).
23. Special Assignment – Ms. Barbara Budrovich, full-time instructor of English, to serve as instructor of record for the Writing Center’s English 100 non-credit courses, effective June 17 through July 25, 2002, to be paid \$35.60 an hour, not to exceed \$3,738.00, in accordance with the Agreement, Article X, Section 14(a).

24. Special Assignment – Ms. Janice Ball, full-time instructor of Academic Strategies to participate in Learning Communities staff development and training workshops, to be paid \$22.96 an hour, not to exceed \$1,000 and upon submission of a final report on May 24, 2002, effective January 12 through May 24, 2002, in accordance with the Agreement, Article X, Section 14(a).
25. Special Assignment – Mr. William Georges, full-time instructor of Theatre, to work as the lighting designer for the summer musical, “Guys and Dolls”, to be paid \$2000, \$1,000 on July 10 and \$1,000 on August 10, effective May 30 through July 28, 2002, in accordance with the Agreement, Article X, Section 14(a).
26. Special Assignment – Ms. Kristie Daniel-DiGregorio, part-time instructor in the Learning Resource Center, to assist in the coordination of the Learning Resource Center, to be paid \$35.60 an hour, not to exceed \$6,000, effective June 1 through August 30, 2002, in accordance with the Agreement, Article X, Section 9(l).
27. Special Assignment – Mr. Tom Jester, part-time instructor of Administration of Justice, to coordinate the Administration of Justice POST (Peace Officer’s Standards and Training) program, to be paid \$35.60 an hour, not to exceed \$1,500, effective June 18 through August 30, 2002, in accordance with the Agreement, Article X, Section 9 (l).
28. Special Assignment – Mr. Kevin Huben, full-time instructor of Fire and Emergency Technology, to coordinate the Paramedic Training Program, to be paid \$47.47 an hour, not to exceed \$2,800, effective June 18 through August 30, 2002, in accordance with the Agreement, Article X, Section 14 (a).
29. Special Assignment – Ms. Susan Oda-Omori, full-time Counselor to coordinate articulation duties to be paid \$47.47 an hour, not to exceed \$3,000, effective April 1, 2002 until the position is filled, in accordance with the Agreement, Article X, Section 14(a).
30. Special Assignment- Mr. George Karnazes, part-time instructor of Fire Technology to teach not-for-credit course at the Workplace Learning Center, to be paid \$35.60 an hour, not to exceed \$3,500, effective May 1 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(l).
31. Special Assignment – Mr. Noel Craven, part-time instructor of Business, to serve as the Program Coordinator to oversee and coordinate the development and daily operation of the International Education Program, to be paid \$47.47 an hour, not to exceed 40 hours or \$2,000, effective June 1 through July 31, 2002, in accordance with the Agreement, Article X, Section 9(l).
32. Special Assignment – The following part-time instructors of Mathematics to work as certificated tutors a part of the PFE Grant, Maximizing Math Potential, to be paid \$35.60 an hour, effective June 11 through August 1, 2002, in accordance with the Agreement, Article X, Section 9(l).

<u>Name</u>	<u>Not to Exceed</u>	<u>Hours Per Week</u>
Beyenne Bayassa	\$1,500	5
Manolita Formances	\$1,800	6
Thu Hoang	\$1,200	4
Shiuling Huang	\$2,000	7

<u>Name</u>	<u>Not to Exceed</u>	<u>Hours Per Week</u>
Michael Semenoff	\$900	3
James Taylor	\$5,700	20
Ronald Wax	\$600	2
Christie Yang	\$1,200	4

33. Special Assignment – The following foreign language instructors to administer credit-by-examination during the 2002-2003 fiscal/academic year to be paid \$47.47 an hour, in accordance with the Agreement, Article X, Section 7(c).

Full-Time:

Evelyne Berman	Takiko Morimoto
Carmen Calica	Frances B. Rang
Alicia Class	Xiaodong (David) Shan
Donna Factor	Mercedes Thompson

Part-Time:

Jack Arensmeyer	John Eric Paschek
Adrian Feuchtwanger	Carolina Perez
Yaeko Hirano	David Schlick
Peggy-Anela Keith	Kanzo Takemori

34. Special Assignment – The following faculty to be compensated reassigned time for activities of Federation officers for Spring 2002 semester, to be paid \$47.47 an hour, not to exceed 200 hours in accordance with the Agreement, Article III, Section 11(c)

Lance Widman	40 hours
Chris Jeffries	4 hours
Susan Taylor	4 hours
Bea Brody	4 hours
Hiram Hironaka	<u>4 hours</u>
TOTAL	56 hours

35. Special Assignment – Dr. Bruce Fitzpatrick, part-time instructor of Mathematical Sciences, to review student requests for prerequisites and repeat clearances and assist Dean as needed, to be paid \$35.60 an hour, not to exceed 240 hours or \$8,600, effective July 1 through August 30, 2002, in accordance with the Agreement, Article X, Section 9(l).

36. Special Assignment – The following part-time instructors of ESL (English as a Second Language), to prepare teaching and learning components for El Camino College Language Academy classes (not-for-credit), to be paid \$47.47 an hour for teaching, and \$35.60 an hour for preparation, not to exceed \$13,000, effective July 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(1).

Maria Bauer

Elizabeth Columa

Helen Factor

Marian Ruane

Bonnie Pereyra

Robert Puglisi

Dale Shannon

37. Special Assignment – The following instructors are to be hired as needed to conduct ESL (English as a Second Language) assessment interviews for the Counseling Services Division, to be paid \$23.735 an hour, not to exceed 8 hours per week, effective July 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).

Maria Bauer

Otillie Boboc

Alicia Class

David Cron

Venice Hong

Rita Fork

Nitza Llado

Debbie Mochidome

Kareema Nasouf

Susan Nozaki

Sharon Osburg

Robert Puglisi

Ellen Reddingius

Jan Shimauro

Gary Smith

Karen Sosa

Grace Shibata

Evelyn Uyemura

Aimee Wang-Chen

Xiao Wen

38. Special Assignment – Mr. Edward Kelly, part-time instructor of Instructional Services, to conduct deaf community involvement activities and lab workshops for Sign Language Program, to be paid \$35.60 an hour, not to exceed \$1,602, effective June 25 through August 30, 2002, in accordance with the Agreement, Article X, Section 9(1).

39. Special Assignment – The following part-time instructors of Fine Arts, to work in the specified labs, effective June 10 through July 18, 2002, to be paid \$35.60 an hour, not to exceed 4 hours per week, in accordance with the Agreement, Article X, Section 9(1):

Wayne Perkins – Music

Deborah Patterson – Art

40. Special Assignment – The following part-time/temporary instructors for the 2002 Fall semester, to provide instruction in the Fire Academy, to be paid \$35.60 an hour, not to exceed \$3,500 each, effective September 3 through December 20, 2002, in accordance with the Agreement, Article X, Section 9(1).

Mark Early

Mark Lepore

David Richardson

Lee Macpherson

Michael Nothern

Richard Shima

Bradley Sweatt

Carl Whitaker

41. Stipend Assignment – Ms. Dana Crotwell, full-time instructor of English, to serve as a presenter/mentor for TEP (Teacher Education Program) Professional Development, to be paid \$365, effective May 5 through June 30, 2002, in accordance with the Agreement, Article X, Section 14(a).
42. Stipend Assignment – Dr. Julie Barden, full-time instructor of English to be paid \$365, to serve as a mentor for TEP (Teacher Education Program) Faculty Professional Development, effective May 6 through June 30, 2002, in accordance with the Agreement, Article X, Section 14(a).
43. Stipend Assignment – The following instructors to work on TEP (Teacher Education Program) pilot project linking Math 40 and Academic Strategies, effective January 20 through May 22, 2002, in accordance with the Agreement, Article X, Section 14(a).

<u>Full-time</u>	<u>Stipend</u>
Cynthia Bredek	\$930
Jeff Cohen	\$930
Jan Ball	\$1,653.12
<u>Part-time</u>	
Heidi Neu	\$1,561.28

44. Stipend Assignment – The following full-time instructors will participate in Summer Summit, a 2-day workshop on retention, to be paid \$400 upon completion of the workshop and submission of a retention action plan, effective June 6 through September 30, 2002, in accordance with the Agreement, Article X, Section 14(a).

Lucy Alamillo-Sandvik	Trudy Meyer
Jennifer Annick	Cynthia Mosqueda
Mimi Ansite	Inna Newbury
Julie Barden	Kevin O'Brien
Lynn Beckett-Lemus	Bruce Peppard
Daniel Berney	Stephanie Schwartz
Jeffery Cohen	Cynthia Silverman
Allison DeVaney	Claudia Striepe
Sean Donnell	Evelyn Uyemura
Kamran Golestanch	David Vakil
Pete Marcoux	

45. Amend Employment – The following part-time instructors to be hired as needed for the 2002 summer session:

Behavioral & Social Sciences

Thomas Glenn, Class IV (Instead of Class I), Step 9
 Lawrence E. Guillow, Class V, Step 13 (Instead of 11)
 Jill Pfeiffer, Class IV, Step 5 (Instead of 4)

Fine Arts

Karin Jensen, Class IV, Step 6 (Instead of 5)
Ruby Millsap, Class II, Step 6 (Instead of 5)

Health Sciences & Athletics

Deborah Herzik, Class II, Step 9 (Instead of 8)
Hiroko Hojo, Class III, Step 7 (Instead of 6)
Mark Jimenez, Class II (Instead of I) , Step 4

Humanities

Mary Borell, Class V, Step 12 (Instead of 11)
Debra Mochidome, Class II, Step 6 (Instead of 5)
Carolina Perez, Class II, Step 7 (Instead of 6)
Claudia Prada, Class IV, Step 5 (Instead of 4)

Industry & Technology

Vera Bruce, Class III, Step 10 (Instead of 9)

Natural Sciences

Stephen Koletty, Class V (Instead of IV), Step 8 (Instead of 4)
M. Hassan Rezaie Boroon, Class V, Step 7 (Instead of 6)

46. Employment – The following part-time/substitute teachers for the Child Development Center, effective July 1, 2002 through June 30, 2003:

Martha Burdick, Class II, Step A
Stephanie Graves, Class II, Step A
Laura Gray Kaufman, Class IV, Step A
Dorothy L. Logan, Class II, Step A

47. Employment – The following part-time/temporary Clinical Psychologists to work in Student Health Services, for the 2002-2003 fiscal year, not to exceed 24 hours per week, to be paid in accordance with the Agreement, Article X, Section 9(e).

Dr. Ruth Taylor
Dr. Sally Emery
Dr. La Faune Gordon

48. Employment – The following part-time instructors of Fire & Emergency Technology, effective September 3 through December 20, 2002, to be paid by the following agencies:

El Segundo Fire Department
Kevin Scott Smith

Los Angeles County Fire Department

Dale Robert Baker

Michael Clemons

Brian Hughes

David Richardson

Los Angeles County Life Guards

Eric Nelson

Michael Leonard Short, Jr.

Chad Sourbeer

Nicholas Tosches

Timothy T. Wilson

Beverly Hills Fire Department

Raymond Navarro

Culver City Fire Department

Richard T. Gallagher

Hermosa Beach Fire Department

James Crawford

Redondo Beach Fire Department

Donald R. Herr

Manhattan Beach Fire Department

Charles Leroy Wilson

Torrance Fire Department

Leigh MacArthur

Industrial Emergency Council

Robert Henderson

49. Employment – The following part-time/temporary instructors to be hired as needed to each summer school during the 2002 summer session.

Behavioral & Social Sciences

Kirsten Resnick, Class III, Step 4

Sonya Thompson, Class II, Step 4

Business

Christine Adams, Class II, Step 8

Paulette Young, Class I, Step 4

Fine Arts

Karen Miller, Class V, Step 5

Rick Tyler, Class III, Step 7

Health Sciences & Athletics

Raymond Boulden, Class I, Step 4

Benjamin Bravo, Class I, Step 4

Susan Calderon, Class II, Step 4

Sivi Banks-Carson, Class III, Step 5

Salomay Dyer, Class III, Step 5
Ronald Evangelista, Class I, Step 4
Brian Gold, Class I, Step 4
Scott Hanelt, Class II, Step 4
Sherry Jenkins, Class I, Step 4
Wilson Labasan, Class I, Step 4
Alexander McBean, Class I, Step 4

Paul Nash, Class I, Step 4
Noel Rollon, Class III, Step 4
Joel Romero, Class I, Step 4
Anthony Rugnetta, Class I, Step 4
Ronald Tatum, Class I, Step 4
David Washington, Class I, Step 4
Lisa Marie Weyh, Class I, Step 4

Humanities

Ottillie Boboc, Class II, Step 20

Jennifer Knox, Class III, Step 4

Industry & Technology

Edward Lugo, Class III, Step 4
Albert Marland, Class I, Step 4
James Mock, Class I, Step 4

John Skipper, Class III, Step 4
Carl Whitaker, Class I, Step 4

Instructional Services

Barbara Gomez, Class I, Step 4

Michael Hopper, Class III, Step 4

Mathematical Sciences

Richard Wiseman, Class II, Step 4

50. Employment – The following part-time/substitute instructors to be hired for services on an as-needed basis for the 2002 summer session.

Fine Arts

Richard Hastings

Humanities

Samy Ayari
Elaine Bender
Adile DeLeon
Joan Englehaupt
Andrew Marshall

Debra Mochidome
Helene Pigne
Evelyn Uyemura
Hailiang Zhao

Classified Personnel

1. Retirement – Mr. Thomas Blair, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective July 20, 2002, and that a plaque be presented to him for services to the District since 1989.
2. Resignation – Ms. Nellie Atuatasi – Administrative Assistant II, Range 31, Step A, Business Division, Academic Affairs Area, effective May 31, 2002, plus accrued vacation.

June 24, 2002

Human Resources – Administrative Services - 9

3. Resignation - Ms. Heidi Martin, Clerical Assistant, Range 20, Step B, Admissions and Records Division, Student and Community Advancement Area, effective June 28, 2002, plus accrued vacation.
4. Personal Leave of Absence 6.33% - Ms. Kathleen Collins, 83.33% Secretary, Range 25, Step E, Humanities Division, Academic Affairs Area, effective June 10 through July 18, 2002.
5. Change of Assignment – Ms. Araceli Broadhead, Clerical Assistant, Range 20 Step D, from 100% to 50% Vice President’s Office/50% Behavioral & Social Sciences Division, Academic Affairs Area, effective June 25 through August 2, 2002.
6. Amend Work Out of Classification - Ms. Lavonne Jackson, from Senior Clerical Assistant, Range 24, Step E, to 50% Administrative Assistant II, Range 31, Step C, Business Division, 50% Secretary, Range 25, Step E, Curriculum Office, Academic Affairs Area, effective June 10 through June 24, 2002.
7. Amend Work Out of Classification – Mr. Carl Turano, Night Custodian, Range 18, Step D, to Utility Worker, Range 23, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective June 3 through August 31, 2002.
8. Extend Work Out of Classification - Mr. Oscar Colon, Night Custodian, Range 18, Step E, to Groundskeeper/Gardener I, Range 22, Step D, Facilities, Planning and Services Division, Administrative Services Area, effective April 1 through September 30, 2002.
9. Extend Work Out of Classification - Mr. Victor Flores, Stock Clerk, Range 22, Step E, to Skilled Trades Assistant, Range 28, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective July 1 through September 30, 2002.
10. Extend Work Out of Classification – Ms. Urania Yuan, Secretary, Range 25, Step B, to Human Resources Technician I, (Confidential Salary Schedule) Range 4, Step B, Human Resources Division, Administrative Services Area, effective July 1 through September 30, 2002.
11. Work Out of Classification – Mr. Ruben Baeza, Skilled Trades Assistant, Range 28, Step E, to Electrician, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1 through September 30, 2002.
12. Work Out of Classification - Mr. Bryan Bates, from Theatre Technician, Range 31, Step E, to Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, on an as-needed basis, effective July 1, 2002 through June 30, 2003.
13. Work Out of Classification - Ms. Patricia Bonacic, CalWORKS Case Manager/Service Coordinator, Range 36, Step C, to Operations Officer, Range 39, Step C, Job Placement/Community Advancement Division, Student and Community Advancement Area, effective February 29 through May 31, 2002.

14. Work Out of Classification - Ms. Judy Flores, from 100% to 50% Bookstore Sales Assistant, Range 19, Step B/50 % Bookstore General Merchandise Buyer Assistant, Range 27, Step A, Bookstore Division, Administrative Services Area, effective July 1 through December 31, 2002.
15. Work Out of Classification - Mr. Gerald Hansen Jr., from Theatre Technician, Range 31, Step C, to Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, on an as-needed basis, effective July 1, 2002 through June 30, 2003.
16. Work Out of Classification - Ms. Lavonne Jackson, from Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant II, Range 31, Step C, Business Division, Academic Affairs Area, effective June 25 through December 31, 2002.
17. Work Out of Classification – Ms. Beverly Knapp, from 100% to 50% Clerical Assistant, Range 20, Step C, Behavioral & Social Sciences Division/50% Senior Clerical Assistant, Range 24, Step B, Curriculum Office, Academic Affairs Area, effective June 25 through August 2, 2002.
18. Work Out of Classification - Mr. Kenneth Lefort, from Theatre Technician, Range 31, Step E, to Sound Technician, Range 36, Step A, and/or Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, on an as-needed basis, effective July 1 2001 through June 30, 2002.
19. Work Out of Classification - Mr. Juan Soto, Night Custodian, Range 18, Step B, to Stock Clerk, Range 22, Step A, Facilities, Planning and Services Division, Administrative Services Area, effective June 3 through August 31, 2002.
20. Work Out of Classification – Mr. Christopher Sowers, from 100% to 50% Bookstore Sales Assistant, Range 19, Step B, 50% Bookstore Stockroom Lead, Range 27, Step A, Bookstore Division, Administrative Services Area, effective June 1 through June 30, 2002.
21. Work Out of Classification – Mr. Mosese Tuitupou, Night Custodian, Range 18, Step E, to Groundskeeper-Gardener I, Range 22, Step D, Facilities Planning and Services Division, Administrative Services Area, effective June 10 through September 30, 2002.
22. Work Out of Classification - Ms. Miriam Alario-Wolski, from Theatre Technician, Range 31, Step E, to Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, on an as-needed basis, effective July 1, 2002 through June 30, 2003.
23. Work Out of Classification - Mr. Andrew Wolski, from Theatre Technician, Range 31, Step E, to Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, on an as-needed basis, effective July 1, 2002 through June 30, 2003.

24. Extend Employment - Ms. Jonelle Jones-Morrison, Clerical Assistant, (10 month) Range 20, Step E, Industry & Technology Division, Academic Affairs Area, effective June 1 through June 30, 2002.

Temporary Classified Personnel

25. Extend Employment – The following Special Project Temporary Administrators, effective June 1 through June 30, 2002:

Kristin Facer	Academic Affairs	Range 4
Jong-Wha Kim	Student & Community Advancement	Range 5
Charles Lowe	Student & Community Advancement	Range 6
Judith Norton	Academic Affairs	Range 5
Robert Palmer	Student & Community Advancement	Range 4
Giselle Richards	Student & Community Advancement	Range 5
Victoria Sayer	Student & Community Advancement	Range 6
Tony Sotos	Academic Affairs	Range 5

26. Employment – Ms. Terri Beverly, Special Project Temporary Administrator, Catering Manager, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective June 1 through June 30, 2002, to be paid at \$191 a day, Range 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$4,584.

27. Employment – Ms. Terri Beverly, Special Project Temporary Administrator, Catering Manager, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$196 a day, Range 2, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$50,960.

28. Employment – Ms. Catherine Bise, Special Project Temporary Administrator, Public Relations and Marketing Division, President’s Office, effective July 1, 2002 through November 30, 2003, to be paid at \$208 a day, Range 2, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$25,000.

29. Employment – Ms. Guadalupe H. Cabral, Special Project Temporary Administrator, One Stops, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective June 1 through June 30, 2002, to be paid at \$208 a day, Range 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$4,160.

30. Employment – Ms. Guadalupe H. Cabral, Special Project Temporary Administrator, One Stops, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$208 a day, Range 3, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$54,080.

31. Employment – Ms. Judith Day, Special Project Administrator, PFE Project, Mathematical Sciences Division, Academic Affairs Area, effective July 1, 2002 through June 30, 2003, to be paid at \$277 a day, Range 6, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$72,020.
32. Employment – Ms. Kristin Facer, Special Project Administrator, Mesa Program, Mathematical Sciences Division, Academic Affairs Area, effective July 1, 2002 through June 30, 2003, to be paid at \$242 a day, Range 4, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$62,920.
33. Employment – Ms. Jong-Wha Kim, Special Project Administrator, Coordinator - Middle College, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$249 a day, Range 5, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$64,740.
34. Employment – Mr. Charles Lowe, Special Project Administrator, International Trade Assistant Manager/Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$269 a day, Range 6, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$69,940.
35. Employment – Ms. Judith Norton, Special Project Administrator, California Virtual Campus, Academic Affairs Area, effective July 1, 2002 through May 31, 2003, to be paid at \$265 a day, Range 5, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$68,900.
36. Employment – Mr. Robert Palmer, Special Project Administrator, Food Service Program Cafeteria Manager, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$228 a day, Range 4, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$59,280.
37. Employment – Ms. Giselle Richards, Special Project Administrator, ECLA Manager, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$249 a day, Range 5, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$64,740.
38. Employment – Ms. Victoria Sayer, Special Project Administrator, Public Relations/Marketing Manager, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2002 through June 30, 2003, to be paid at \$269 a day, Range 6, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$69,940.

June 24, 2002

Human Resources – Administrative Services - 13

39. Employment – Mr. Tony Sotos, Special Project Administrator, Web/Database Manager, California Virtual Campus, Academic Affairs Area, effective July 1, 2002 through June 30, 2003, to be paid at \$256 a day, Range 5, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$66,560.

40. The following short-term employees for service on an as-needed basis for the following dates:

Samuel Guillen	6/3/02 - 9/30/02
Darrick Jackson	6/10/02 – 9/30/02
Nathaniel Phillips	6/1/02 – 9/30/02
Luis Robles	6/3/02 – 9/30/02
Sara Vasquez	6/1/02 – 6/30/02
Kenneth Verdugo	5/30/02 – 6/30/02
Patricia Yanaga	5/20/02 – 6/30/02

41. The following short-term employees for service on an as-needed basis for the 2002- 2003 fiscal year effective July 1 through September 30, 2002 performing classified service work:

Jaqueline Hampton	Nina Oshio
Teresa Hill	Ramon Parra
Jack Martin	Tammy Starnes
Teresa Nunez	Michael Westbrook
Mitsuro Ohara	

42. The following short-term employees for service on an as-needed basis for the 2002-2003 fiscal year:

Marcel Adjibi	Dean Cameron	Douglas Forsyth
Matthew Alquiza	Thomas Carter	Donald Fredrickson
Patricia Arbizo	Rhonda Clark	Kiki Fukuwa
Steve Austin	Mary Combs	Jewelie Gabriel
Louise Bale	Rosaura	Lorena Garcia
Steve Beard	Constantino	Robin Gegner
Keith Berkes	Pauletta Conway	Jennifer Gervais
Joel Berlin	Maria Cortez	Gissell Gonzalez
Keith Blanchard	Robert Crutchfield	David Gragg
Kevin Bleuer	Janice Davis	Cheryl Graue
James Blickensderfer	Frances	Sallie Grippo
Luis Bonilla	DeBenedictis	Juan Guerra
Michael Boswell	Martha Delgado	William Guerra
Steve Braverman	Jolene DeYoung	Jason Haddix
Patricia Breitag	Gloria Dumais	
Rhoda Brooks	Thomas Eason	
Sonja Browning	Judith Elliott	
Cleo Bruers	Alphonso Everly	
Marcelo	Louise Fenn	
Cacciagioni	Julie Ferrin	

Scott Hartley
Tharilyn Helmer
Tiffany Hong
Karen Hoopes
Ruth Howell
Dawn Hutoon
Matthew Hutcherson
Anita Johnson
Betty Kane
Alice Kennedy
Marlys Kesten
Kun Woo Kim
Shinhee Kim
Brian Krause
Monique L'Heureux
John Lafirenza
Stephen Lockwood
Vu Minh Le
John Lovick
Stephanie Losleben
Lucia Magnifico
Philip Mariano
Christal Marks
Barbara Matthews
LaConya Maxwell

Chenita McCoy
Jack Meyer
Hannah Mickelson
Paul Millet
Ian Mitchell
Greg Montgomery
Kathy Nguyen
Yury Najarro
Harumi Nakao
Uyen Nguyen
Steve Norris
Betty Jo Pascal-Nieland
Michael Osborn
Nisha Patel
John Patrick
Christy Perry
Brenda Peterson
Nola Pinter
Emeral Price
Mildred Pullman
Sherry Reed
Jane Richmond
Claudette Rizkallah
Peter Roche
Dewain Robinson

Kamyar Saadozi
Emiko Sano
Carol Sakanashi
Pamela Scottini
Jerry Stratton
Randall Styner
Karen Swigart
Steve Tachera
Chi-Kuang Tai
William Taira
Leticia Thorsen
Charlyn Trenier
Charles Turner
Samantha Twitchell
Lander Valdovinos
Michael Van Overbeck
Sara Vasquez
Kenneth Verdugo
Rosa Villatoro
Sachi Watari
Katherine West
Michelle Yindrick
Eunee Yee

B. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY

As a result of financial uncertainties, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employees, specifically casual and student employee salaries, are declared indefinite for 2002-2003.

C. 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:

Katisha P. Adams
Jessie Bailey
Wendi Baity
Mary Beary
Stephan Brooks
Rod Mansfield
Ingrid Ortiz

Walemi Ortiz
Marian D. Tell

Agenda for the El Camino Community College District Board of Trustees
From
The Office of the President and Board of Trustees
Thomas M. Fallo, Superintendent/President

A. Conference Attendance..... Page 1
B. Travel..... Page 1

A. Conference Attendance

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

Community College League of California 2002 Student Trustee Workshop
Mr. Ryan Mc Blaine – Sacramento, California, August 9-10, with transportation and necessary expenses paid.

B. Travel

It is recommended that the Board ratify/approve the following travel:

Accreditation Commission for Community and Junior Colleges, President Thomas M. Fallo, June 9-11, 2002, San Francisco, California, with no loss of salary with transportation and necessary expenses paid.