

**Board of Trustees
El Camino Community College District
Agenda, Monday, September 10, 2001
4 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of August 20, 2001**
- III. Public Hearing and Adoption – 2001-2002, El Camino Community College District Budget**
- IV. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1- 2
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1 - 3
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 10
See Human Resources Agenda, Pages 1 - 12
- V. Public Comment on Non-Agenda Items**
- VI. Oral Reports**
 - A. Board of Trustees Report
 - B. President’s Report
 - C. Academic Senate Report
- VII. Closed Session**
 - A. Existing Litigation, Brown Act Section 54946.9
 - 1. Case YC015615
 - B. Labor Relations, Brown Act 54957.8
 - 1. American Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
 - C. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 1 Case

**EL CAMINO COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 10, 2001**

OFFICE OF THE VICE PRESIDENT – ADMINISTRATIVE SERVICES

FINAL BUDGET

It is recommended that the Board of Trustees adopt the Budget for the General Fund Unrestricted and Restricted; Student Financial Aid Fund; Workers' Compensation Fund; Capital Outlay Projects Fund; Property and Liability Self Insurance Fund; Dental Self Insurance Fund; Bookstore Fund; Cafeteria Fund; and Child Development Fund for the 2001-02 year.

Board members, the general public and numerous college constituency groups have received this budget, and the budget has been on file in the Office of the Vice President-Administrative Services since August 30, 2001.

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

Page No.

A. Center for the Arts Presentations – 2001/2002 1

B. Proposed Curriculum Changes – Effective 2001/2002 Academic Year 1

C. Instructional Field Trip – Fall 2001 2

A. CENTER FOR THE ARTS PRESENTATIONS – 2001/2002

It is recommended that the Board approve the Center for the Arts presentations 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>
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2001-02

Resident Artist Payment Correction

- | | | |
|--|-------------------|---------|
| 1. James Mack | November 18, 2001 | \$1,000 |
| (Note: Previously Board approved May 21, 2001 for \$750) | | |

~~B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2001-2002 ACADEMIC YEAR~~

It is recommended that the Board approve the curriculum corrections listed below. It should be noted that the information submitted for the new courses, Spanish 52A and 52B, approved by the Board on May 21, 2001, was incorrect. The catalog descriptions for Spanish 52A and 52B were in error. The prerequisite for Spanish 52B was omitted.

1. Spanish 52A – Spanish for Native Speakers
Units: 3 Lecture: 3 hours Faculty Load: 20%
Credit, degree applicable; Transfer CSU
This course is designed for students with a native-speaking knowledge of Spanish and who have had little or no formal instruction in the Spanish language. The emphasis is on correct spoken and written Spanish free from regionalism and Anglicisms. ~~A focus is on~~ Special attention is given to correcting faulty speech habits, improving vocabulary, and acquiring skills in writing. Students also become familiar with the similarities and differences existing within and between the cultures of Spain and Spanish America.
2. Spanish 52B – Spanish for Native Speakers
Units: 3 Lecture: 3 hours Faculty Load: 20%
Prerequisite: Spanish 52A with a minimum grade of C or equivalent
Credit, degree applicable; Transfer CSU
This course is designed for students with a native-speaking knowledge of Spanish and who have some formal education instruction in the Spanish language. The emphasis is on correct spoken and written Spanish free from regionalism and Anglicisms. ~~A focus is on~~ Special attention is given to correcting faulty speech habits, improving vocabulary, and acquiring skills in writing. Students also become familiar with the similarities and differences existing within and between the cultures of Spain and Spanish America.

C. INSTRUCTIONAL FIELD TRIP – FALL 2001

It is recommended that the Board approve the following instructional field trip for Fall 2001:

September 28 – October 1, 2001 – Professor Joseph Holliday – Geology 30A Class,
estimated students 22, Owens Valley/Mono Lake – depart 9:00 a.m. (9/28), return 4:00 p.m.
(10/1/01) – Van transportation.

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

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A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the Transfer Center and the El Camino College Language Academy. The purposes of the trips are to provide university and career opportunities as well as provide students with an American cultural experience for international students. The following are additional faculty/staff who may be drivers or chaperones for university and/or career tours: Rene' Lozano, Van Nguyen, Trevor Rodriguez, Lori Losorelli, Bill Cooper.

September 28, 2001 – Sue Oda-Omori, University of Southern California, Los Angeles, California. Estimated students 40. Depart 8am; return 3pm. Transportation by bus.

October 5, 2001 – Sue Oda-Omori and Stephanie Rodriguez – University of California at Los Angeles, Los Angeles, California. Estimated students 15. Depart at 7:30am; return 4pm. Transportation by van.

November 16, 2001 – Giselle Richards, Aquarium of the Pacific, Long Beach, California. Estimated students 30. Depart 1:30pm; return 7pm. Transportation by bus.

B. COMMUNITY EDUCATION PROGRAM – FALL 2001

It is recommended that the Board approve addition of the following Community Education program courses for Fall 2001 offered for Southern California Reading and Math Clinics (SCRM). Courses and instructor guidelines were approved at the August 20, 2001 meeting of the Board of Trustees:

<u>Course #</u>	<u>Title</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
17331	SCRM Reading & Math Clinic	Mon	9/17-10/8	3:30pm-5:30pm
17332	SCRM Reading & Math Clinic	Mon	9/17-10/8	5:30pm-7:30pm
17333	SCRM Reading & Math Clinic	Tue	9/18-10/9	3:30pm-5:30pm
17334	SCRM Reading & Math Clinic	Tue	9/18-10/9	5:30pm-7:30pm
17335	SCRM Reading & Math Clinic	Wed	9/19-10/10	3:30pm-5:30pm
17336	SCRM Reading & Math Clinic	Wed	9/19-10/10	5:30pm-7:30pm
17337	SCRM Reading & Math Clinic	Thu	9/20-10/11	3:30pm-5:30pm
17338	SCRM Reading & Math Clinic	Thu	9/20-10/11	5:30pm-7:30pm

C. GRANT – ACCEPTANCE

It is recommended that the Board Accept the following Grants:

1. Chancellor's Office – Workplace Learning Resource Centers. With renewed program funding, El Camino College's Workplace Learning Resource Center will continue to act as a regional resource in workplace training through research, in-service training, and the development and implementation of innovative training methodologies. The Center will promote partnerships with local businesses, government agencies, and other colleges to develop joint projects to deliver workplace skills training to target industries and population groups.

Amount of Grant Funding from Granting Agency	\$178,875
Amount of College Match (In-kind)	<u>\$178,875</u>
Total Amount of Grant	\$357,750
Indirect Rate	(\$6,879.80) (4%)
Performance Period: July 1, 2001 through June 30, 2002	

2. Community College Foundation – Early Start to Emancipation Program (ESTEP) Los Angeles County. El Camino College will implement the Early Start to Emancipation Program for foster youth which consists of: twelve workshops during the calendar year with a maximum of 25 youth receiving specific training, assistance, and instruction in the various identified areas of need. Training topics will cover: 1) basic academic knowledge and school behavior, 2) career and vocational development, 3) daily living skills, 4) survival skills, 5) interpersonal and social development.

Amount of Grant Funding from Granting Agency	\$16,448
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$16,448
Indirect Rate	(\$632.60) (4%)
Performance Period: July 1, 2001 through June 30, 2002	

3. Community College Foundation – Model Approaches to Partnerships in Parenting (MAPP). MAPP programs are curricular designed by the Child Welfare Institute to create a team approach to understanding and dealing with foster care issues, thereby developing a partnership between Foster Parents, Social Workers and the community college for the benefit of the children, youth and their families. During this contract period, El Camino College will provide two MAPP training modules for foster parents.

Amount of Grant Funding from Granting Agency	\$71,820
Amount of College Match (In-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$71,820

Indirect Rate (\$2,872.80) (4%)
Performance Period: July 1, 2001 through June 30, 2002

D. GRANT - INFORMATION

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

Eisenhower Professional Development State Grant Program – Partnerships for Excellence in Foreign Language Teaching and Learning. El Camino College, Centinela Valley School District, Inglewood Unified School District, and other districts in the area will collaborate to develop K-14 foreign language teacher's knowledge of content, pedagogy, and effective use of technology. A professional community formed among the area foreign language teachers will initiate a K-14 learning continuum based on framework and standards.

Amount of Grant Funding from Granting Agency	\$230,819
Amount of College Match In-kind	<u>\$112,880</u>
Total Amount of Grant	\$343,699
Indirect Rate (\$17,097.68) (8%)	
Performance Period: January 1, 2002 through September 30, 2002	

E. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Mr. Leonid Rachman February 20, 2002 through March 10, 2002, to participate with the American Educational Opportunities in their Spring 2002 tour to Taipei, Hong Kong, Kuala Lumpur, Singapore, Jakarta, Penang, and Bangkok. All expenses in the amount of \$14,750 to be paid from International Students Conference funds.

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

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B. Contracts Valued at \$50,000 or Higher	4
C. Notices of Job Completion	4
D. Purchase Orders	5

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is requested that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2001.

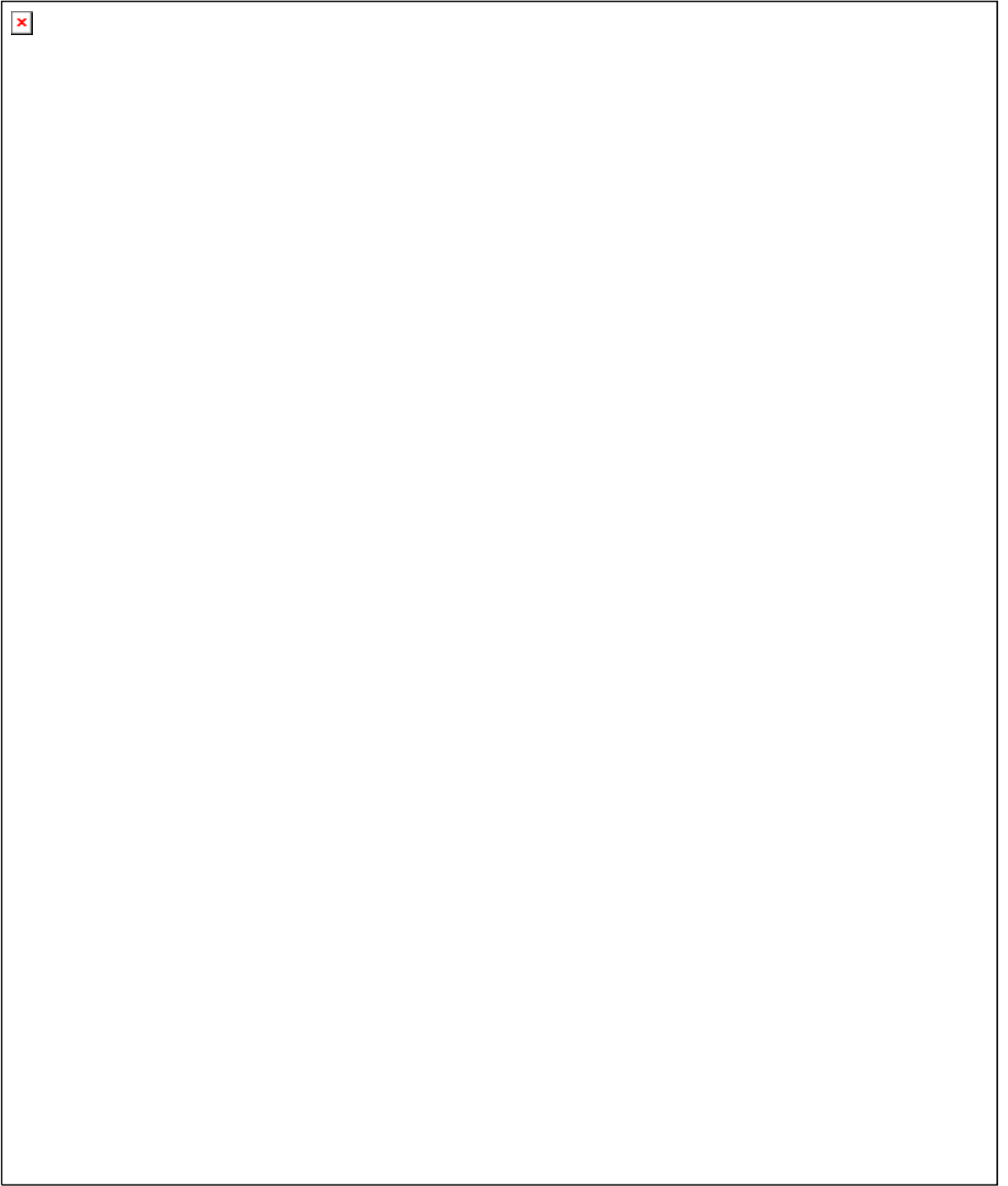
AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

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

The report for June 30, 2001, is shown on the attached Quarterly Financial Status Report.

Please note that the Quarterly Financial Status Report, CCFS-311Q for Fiscal Year 2000-2001 is not available electronically. The following 2 pages were left intentionally blank as a marker where pages appeared in hard copy of agenda.





B. 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 agreement with the following contractors and that the Vice President - Administrative Services or his designee be authorized to execute the necessary documents.

<u>Contractor/Service</u>	<u>Date</u>	<u>Amount</u>
<u>California, Trade and Commerce Agency (CTCA)</u> The Southwest Los Angeles County Small Business Development Center proposes to create a cyber SBDC for the purpose of consulting via computer	1/01/2000 - 12/31/2000 (Brd 2/18/01)	Proj. Inc. \$218,146 In-Kind Match NTE \$763,346 12-50000-000000000-6421
<u>Computer Answers, Inc.</u> Under the CTCA contract, above, contractor will develop a fully functioning and scaleable web-based service in the form of an on-line portal targeted at the small businesses in Southern California, for the promotion of entrepreneurial efforts and the utilization of small businesses in the Los Angeles area.	9/01/01 - 6/30/02	Cost: \$100,000 12-55130-00709900-6422

C. 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 Bob Gann. Payment is to be made as indicated below.

<u>Project Name/Vendor</u>	<u>Cost</u>
1. <u>Fire Alarm System Replacement Phase 2</u> Bid No. 9899-10	\$469,933 PO #36132

Payable to: Downey Electric
Attn.: Mr. Ronald Stillman
11205 Imperial Hwy
Norwalk, CA 90650

2. West Library Basement Renovation

Bid No. 9899-020

\$121,249

PO #36166

Payable to: C. A. Granger
Attn.: Darlene Granger
750 N. Batavia Unit F
Orange, CA 92868-1248

D. PURCHASE ORDERS

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

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Run Date: 8-20-2001

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
P0040007	Palmgear.Com	Ca Virtual Uni. 2nd	New Equipment – Noninstruc	\$75.55
P0040009	Barrett Robinson	00-01 P4E FINE ARTS	Site Improvements	\$862.92
P0040050	Digital Printing Systems	Parking-Student Perm	Supplies	\$590.97
P0040053	Johnson Books	Astronomy	Supplies	\$25.92
P0040098	Business Resource Group	VP-SCA	New Equipment – Noninstruc	\$2,845.26
P0040117	Touchnet	Information Tech.	Replacement Equipment	\$1,005.00
P0040122	CCS Presentation Systems Inc.	CADD	Data Processing Rentals	\$1,436.00
P0040125	Hitt Marking Devices	Admissions/Records	Supplies	\$192.78
P0040134	Creation Engine	00-01 P4E FINE ARTS	Computer Software Account	\$8,243.64
P0040165	S.T. Action Pro	Parking-Student Perm	Supplies	\$48.00
P0040166	Remington Law Enforcement	Parking-Student Perm	Supplies	\$213.41
P0040167	Royal Arms International	Parking-Student Perm	Supplies	\$234.30
P0040168	All State Police Equipment Co.	Parking-Student Perm	Replacement Equipment	\$755.11
P0040173	Uline	Facilities/Planning/	Supplies	\$138.24
P0040178	J. Marcel Enterprises	Parking-Student Perm	Supplies	\$1,522.80
P0040213	Wondries Fleet Division	Parking-Student Perm	New Equipment – Noninstruc	\$24,727.68
P0040218	Touchnet	Information Tech.	Replacement Equipment	\$281.36
P0040252	School Specialty Inc.	Admissions/Records	New Equipment – Noninstruc.	\$150.12
P0040255	Amsterdam Printing and Litho	Health Sciences and	Liabilities/Fundraising	\$318.95
P0040261	Premier Color	Contract Training	Reproduction Instructional	\$1,091.12
P0040282	Tifco Industries	Welding Shop	Supplies	\$560.12
P0040285	Sargent-Welch Scientific	School to Career	Supplies	\$167.40
P0040288	Carolina Biological	Life Sciences	Supplies	\$90.72
P0040289	MCSI	Life Sciences	Supplies	\$86.23
P0040305	H.W. Wilson Company	Division Office Inst	Library Books	\$4,455.60
P0040306	H.W. Wilson Company	Division Office Inst	Library Books	\$398.80
P0040309	The Tape Company	Audio/Visual	Supplies	\$267.84
P0040314	Wilson Racquet Sports	Physical Education	Supplies	\$1,944.00

P0040325	Quality Business Machines	Division Ofc Student	Supplies	\$86.40
P0040329	Hitt Marking Devices	Fiscal Services	Supplies	\$521.64
P0040345	Boise Cascade	Fiscal Services	Supplies	\$123.12
P0040346	Delphin Computer Supply	Division Office NSci	Supplies	\$230.58
P0040348	Safety West	Chemistry	Supplies	\$4,656.72
P0040363	Wgbh	Astronomy	Supplies	\$26.90
P0040364	Spectrum Pool Products	Admissions & Records	Site Improvements	\$5,798.27
P0040366	Staples	Administrative Servi	Supplies	\$280.78
P0040367	Ladner Coatings Inc.	Concrete Walkway	Site Improvements	\$1,650.00
P0040368	Virtual Star Ltd	Astronomy	Supplies	\$45.36
P0040369	CANON USA	Facilities/Planning/	Replacement Equipment	\$864.00
P0040370	Hitt Marking Devices	Foundation	Supplies	\$30.24
P0040389	Jones Lumber	Electrical / Mechan.	Supplies	\$187.11
P0040391	Southland Lumber	Ctr for Arts Product	Supplies	\$194.97
P0040402	MCSI	TITLE V - ECC Indiv.	New Equipment – Noninstruc.	\$3,080.16
P0040404	Matson Printing	Counseling Office	Supplies	\$72.36
P0040405	Quartermaster	Parking-Student Perm	Supplies	\$484.38
P0040408	Laserlife	VP-SCA	Supplies	\$164.12
P0040423	Hitt Marking Devices	Contract Education	Supplies	\$42.61
P0040424	Consulting Psychologists Press	Career Center	Supplies	\$108.00
P0040425	Lucks Music Library	Family Concert/SBYO	Supplies	\$257.49
P0040427	Westwood Building Materials	Art Department	Supplies	\$541.62
P0040428	A-R Products, Inc.	Art Department	Supplies	\$118.80
P0040429	Aardvark Clay and Supplies	Art Department	Supplies	\$1,009.80
P0040430	Laguna Clay Company	Art Department	Supplies	\$422.07
P0040431	Edits Publishers	Career Center	Supplies	\$212.22
P0040432	Snapfashun	VATEA I&T	Supplies	\$1,987.20
P0040433	Pad System Usa	VATEA I&T	Supplies	\$5,616.00
P0040440	Computerland of Silicon Valley	Information Tech.	Computer Software Account	\$670.96
P0040441	A-1 Office Plus	Information Tech.	Supplies	\$1,220.88
P0040447	Lomita Feed Co.	Physical Education	Supplies	\$216.00
P0040448	Armstrong Medical Industries	Physical Education	Supplies	\$102.60
P0040449	Pro Maxima Inc.	Physical Education	Supplies	\$607.98
P0040450	Rogers Athletic Co.	Physical Education	Supplies	\$1,306.80
P0040451	Grainger Industrial and Equipment	Physical Education	Supplies	\$180.73
P0040452	Mark Wiley	RITC	Contract Services	\$400.00
P0040453	Ccug - Southern Chapter Computer	Parking-Student Perm	Dues And Memberships	\$50.00
P0040454	Shirley Harris	EOPS CARE	Contract Services	\$150.00
P0040455	Intoximeters	Parking-Student Perm	Repairs Non Instr	\$238.00
P0040456	Ecc Food Service-Catering	EOPS CARE	Supplies	\$700.00
P0040457	Capistrano's Catering Embassy	EOPS	Supplies	\$1,462.56
P0040458	State of California Department of	Rad Tech	Other Services And Expense	\$467.88
P0040459	IC Engines	Construction Tech.	Supplies	\$717.72
P0040460	California Dept of Forestry	Fire Academy/Emergen	Supplies	\$43.20
P0040461	Delphin Computer Supply	Family Consumer Stud	Supplies	\$210.60
P0040462	Life-Assist Inc.	Fire Academy/Emergen	Supplies	\$676.40
P0040463	Dyna Med	Fire Academy/Emergen	Supplies	\$128.46
P0040464	A.B. Dick	Copy Center	Supplies	\$902.18
P0040465	TASA Touchstone Applied Science	Testing Center	Supplies	\$113.40
P0040466	EI Camino College Warehouse	Family Consumer Stud	Supplies	\$42.00
P0040468	Woodworker's Journal	Construction Tech.	Publications Periodicals	\$35.95
P0040469	Lake Shore Publishers Service	Construction Tech.	Publications Periodicals	\$50.00
P0040471	Venue Sports	Resp Therapy	Supplies	\$2,957.61
P0040472	NCAA Publishing	Physical Education	Other Books	\$341.28
P0040473	Wray Printing	Counseling Office	Supplies	\$38.88
P0040474	Thomas Paton & Assoc.	VATEA I&T	Supplies	\$1,728.00
P0040475	CCS Presentation Systems, Inc.	VATEA I&T	New Equipment – Instruc.	\$361.80
P0040476	Jw Pepper of Los Angeles	Family Concert/SBYO	Supplies	\$132.84
P0040477	Sterling Ventures	Fine Arts	Supplies	\$70.00
P0040478	Xpedx Paper & Graphics	Copy Center	Supplies	\$225.78
P0040480	Touchnet	Computer Operations	Maintenance Contracts	\$17,644.80
P0040481	Delphin Computer Supply	VATEA I&T	Supplies	\$193.32
P0040482	Smart Business Systems	Physical Education	Supplies	\$56.16
P0040483	Frank Endo Co.	Physical Education	Supplies	\$921.24
P0040484	Gibson Gymnastics Supply	Physical Education	Supplies	\$324.00

P0040486	The Tape Company	SoShowMe	Supplies	\$58.21
P0040487	Jw Pepper of Los Angeles	Radiologic Tech Dona	Supplies	\$463.27
P0040488	Nick Rail Music	Radiologic Tech Dona	Supplies	\$567.03
P0040489	Robinson Fertilizer	Civic Center Mainten	Supplies	\$151.20
P0040490	El Camino College Warehouse	Copy Center	Supplies	\$210.00
P0040491	El Camino College Warehouse	Division Office BSSC	Supplies	\$148.80
P0040492	Samuel French	Fine Arts	Supplies	\$95.00
P0040494	Camino Cleaners	Fine Arts	Supplies	\$476.98
P0040495	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$222.00
P0040496	Ecc Food Service-Catering	International Student	Supplies	\$90.80
P0040499	Pumpman, Inc.	Facilities/Planning/	Repairs Noninstructional	\$2,173.00
P0040500	El Camino College Warehouse	CA Virtual Comm Coll	Supplies	\$42.00
P0040501	Joyce Littrell	Fine Arts	Supplies	\$161.73
P0040502	Mark Hullibarger	Music	Repairs Parts And Supplies	\$641.00
P0040503	El Camino College Warehouse	Ctr for Arts Ticket	Supplies	\$63.00
P0040504	Picture This Framing, Inc.	Athletic Hall of Fame	Supplies	\$94.66
P0040505	Atg-Designing Mobility	DSPS	Repairs Noninstructional	\$518.68
P0040507	El Camino College Warehouse	DSPS	Supplies	\$70.18
P0040508	Wray Printing	DSPS	Supplies	\$38.88
P0040509	Western Office Interiors	TITLE V - ECC Indivi	New Equipment – Noninstruc.	\$3,088.80
P0040510	National Center on Deafness	WROCC Year 5	Workshop Sponsorship	\$129.60
P0040511	Ecc Food Service-Catering	International Student	Supplies	\$454.00
P0040512	Dumbell Man Fitness Equipment	Physical Education	Supplies	\$351.00
P0040513	Micro Bio-Medics Inc.	Physical Education	Supplies	\$131.76
P0040514	Office Depot	Ctr for Arts Product	Supplies	\$174.03
P0040515	Mckesson Medical	Physical Education	Supplies	\$170.00
P0040516	Bob Evans Designs, Inc. Force Fin	Physical Education	Supplies	\$115.83
P0040517	Adolph Kiefer & Associates	Physical Education	Supplies	\$140.40
P0040518	Bioenergetics	Physical Education	Supplies	\$104.98
P0040519	Taylor-Dunn Manufacturing Co.	Parking-Student Perm	Repairs Non Instr	\$2,030.05
P0040520	Bigger Faster Stronger	Physical Education	Supplies	\$497.78
P0040521	Quality Business Machines	Division Office Fine	Repairs Parts And Supplies	\$200.00
P0040522	El Camino College Warehouse	Copy Center	Supplies	\$650.60
P0040523	Taverner & Browne	Copy Center	Supplies	\$383.75
P0040524	Xerox Corporation	Copy Center	Supplies	\$4,627.80
P0040525	El Camino College Warehouse	Financial Aid	Supplies	\$210.00
P0040526	Affirmative Action Register	Recruitment	Conferences Mgmt	\$15.00
P0040527	Ecc Food Service-Catering	TANF	Supplies	\$775.00
P0040528	Delphin Computer Supply	Parking-Student Perm	Supplies	\$94.75
P0040529	Penmar Enterprises	Human Resources	Supplies	\$916.80
P0040530	West L.A. Music Los Angeles	Division Office Fine	Supplies	\$149.30
P0040531	Jw Pepper of Los Angeles	Music	Supplies	\$75.55
P0040532	Brodart Co	Music Library	Supplies	\$85.68
P0040533	American Honda Motor Co Inc	Family Concert/SBYO	Supplies	\$7,119.72
P0040534	Mark Hullibarger	Music	Repairs Parts And Supplies	\$500.00
P0040535	Pepper of Los Angeles	Music	Supplies	\$118.80
P0040536	El Camino College Warehouse	Recruitment	Supplies	\$22.33
P0040537	William Georges	Fine Arts	Supplies	\$27.13
P0040538	Carolyn Hardy	EOPS	Supplies	\$48.59
P0040539	M. Lee Smith Publishers Llc	Recruitment	Conferences Mgmt	\$487.00
P0040540	School World Software	00-01 P4E FINE ARTS	Computer Software Account	\$1,419.12
P0040541	The Graphic Corps	Mktg staff Web train	Multi Media Advertising	\$1,108.08
P0040542	National Council for Occupational	I&T Div Ofc	Dues And Memberships	\$255.00
P0040543	Enforcement Technology, Inc.	Parking-Student Perm	Supplies	\$318.60
P0040544	City of Hawthorne Public Works -	Facilities/Planning/	Other Services And Expense	\$15.00
P0040545	Wray Printing	CADD	Supplies	\$38.88
P0040546	Modern Machine Shop	Machine Tool Tech.	Publications Periodicals	\$20.00
P0040547	Wray Printing	Fire Academy/Emergen	Supplies	\$38.88
P0040548	Rmi	Career Center	Supplies	\$699.00
P0040549	Hitt Marking Devices	Financial Aid	Supplies	\$19.98
P0040550	Thomas Paton & Assoc.	CADD	Data Processing Rentals	\$450.00
P0040553	Delphin Computer Supply	Financial Aid	Supplies	\$97.20
P0040554	Delphin Computer Supply	Financial Aid	Supplies	\$472.67
P0040555	West Coast Sound Service Inc.	Fine Arts	Supplies	\$360.00
P0040556	Fancy Floors	Replace / Repair Flo	Repairs Noninstructional	\$856.75

P0040557	Law Fire Protection Company	Facilities/Planning/	Other Services And Expense	\$5,705.38
P0040558	Computerland of Silicon Valley	Information Tech.	Computer Software Account	\$148.24
P0040559	Edwin F. Kalmus and Co. Inc.	Music	Supplies	\$74.52
P0040560	DbI Distributing	Music Library	Supplies	\$47.71
P0040561	Smart Desktop	Transfer Ed and Art	Supplies	\$890.44
P0040563	National Batting Cages, Inc.	Health Sciences and	Liabilities/Fundraising	\$1,530.00
P0040564	South Bay Economic Development	Community Advancement	Dues And Memberships	\$3,000.00
P0040565	Environmental Recovery Services	Hazmat Disposal	Other Services And Expense	\$4,000.00
P0040570	Teresa a Newman	Contract Education	Contract Services	\$360.00
P0040572	Hector Salazar	Fine Arts	Supplies	\$105.59
P0040573	Cynthia Mosqueda	TITLE V - ECC Indiv.	Supplies	\$48.32
P0040574	Donna Manno	Staff Development	Supplies	\$68.92
P0040575	Ron Scarlata	Fine Arts	Supplies	\$91.74
P0040576	George Ogi	WPLRC Technical Inst	Supplies	\$167.40
P0040577	Victoria Sayer	CACT Partnership	Multi Media Advertising	\$63.00
P0040578	Valley Janitorial Supply	Operations	Supplies	\$2,149.08
P0040579	Vintage Janitorial Supplies	Operations	Supplies	\$4,276.04
P0040580	Unisource	Operations	Supplies	\$155.52
P0040581	Waxie Sanitary Supply	Operations	Supplies	\$1,861.15
P0040582	Empire Cleaning Supply	Operations	Supplies	\$1,840.06
P0040583	Easterday Supply Company	Operations	Supplies	\$224.32
P0040584	Grainger	Operations	Supplies	\$451.01
P0040585	Maintex Inc.	Operations	Supplies	\$1,771.96
P0040587	Marfin Deleon	DSPS	Contract Services	\$25.00
P0040588	Wray Printing	SBDC Federal	Reproduction - Noninstruc	\$177.12
P0040589	Micro Warehouse	00-01 P4E Fine Arts	New Equipment – Instruc.	\$5,238.00
P0040592	American Express Travel	SBDC Federal	Transportation/ Mileage	\$349.50
P0040593	Los Verdes Golf Course	Athletic Hall of Fame	Special Events-Direct	\$500.00
P0040595	El Camino College Warehouse	CADD	Supplies	\$42.00
P0040596	Penton Media, Inc.	Machine Tool Tech.	Publications Periodicals	\$75.00
P0040597	Industrial and Safety Supplies	Art Department	Supplies	\$257.41
P0040600	Lifesaving Resources	Physical Education	Supplies	\$927.67
P0040601	El Camino College Warehouse	Copy Center	Supplies	\$1,292.00
P0040602	Sax Arts & Crafts	Art Department	Supplies	\$1,491.82
P0040604	Mark Hullibarger	Music	Repairs Parts And Supplies	\$4,386.60
P0040606	El Camino College Warehouse	Copy Center	Supplies	\$53.20
P0040607	Xpedx	Copy Center	Supplies	\$1,142.84
P0040612	Delphin Computer Supply	VATEA Business Ed.	Supplies	\$365.04
P0040613	Nivo Corporation	VATEA Business Ed.	Other Payments To/For Stu	\$1,920.00
P0040614	Xpedx Paper & Graphics	Warehouse	Supplies	\$2,341.44
P0040615	A-1 Office Plus	Information Tech.	Supplies	\$12.96
P0040616	El Camino College Warehouse	Information Tech.	Supplies	\$63.00
P0040622	Case	Presidents Office	Dues And Memberships	\$1,875.00
P0040623	American Anthropological Assoc.	V.P. Academic Affairs	Publications Periodicals	\$232.64
P0040624	Community College Humanities Assn.	V.P. Academic Affairs	Dues And Memberships	\$450.00
P0040625	American Express Travel	MESA Program	Transportation/ Mileage	\$111.00
P0040626	El Camino College Warehouse	Division Office Math	Supplies	\$273.00
P0040627	Boise Cascade	Information Tech.	Supplies	\$249.70
P0040628	Volleyball One	Physical Education	Supplies	\$2,006.64
P0040629	AeI Liability Reporter	Parking-Student Perm	Publications/ Periodicals	\$216.00
P0040630	El Camino College Warehouse	Copy Center	Supplies	\$1,551.20
P0040631	El Camino College Warehouse	Division Office NSci	Supplies	\$54.06
P0040632	El Camino College Warehouse	P4E 99-00 Compre.Tra	Supplies	\$105.00
P0040633	Image IV Systems	Copy Center	Repairs - Instructional	\$90.00
P0040634	Ecc Food Service-Catering	Counseling Office	Supplies	\$306.18
P0040635	Ecc Food Service-Catering	Counseling Office	Supplies	\$27.00
P0040636	Smart Desktop	Transfer Ed and Arti	Supplies	\$285.12
P0040637	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$192.24
P0040638	Wray Printing	WPLRC Technical Inst	Supplies	\$38.88
P0040641	Flue Steam, Inc.	00-01 P4E Culinary	Replacement Equipment	\$421.19
P0040644	Keenan & Associates	Purchasing and Bus.	Contract Services	\$12,566.11
P0040650	Penberthy Lumber Co.	Architectural Tech.	Supplies	\$816.48
P0040652	Heather Brown	P4E9900 Director Ins	Supplies	\$43.36
P0040662	Ecc Food Service-Catering	Human Resources	Employee Recognition	\$307.80
P0040663	Easyspooler	Telecommunications	Maintenance Contracts	\$1,000.00

P0040665	Authorized Service Systems	Information Tech.	Maintenance Contracts	\$590.00
P0040666	Verisign, Inc.	Information Tech.	Computer Software Account	\$895.00
P0040668	Minolta Business Systems, Inc.	CalWORKs	Contract Services	\$242.00
P0040669	EI Camino College Warehouse	Planning/ Research	Supplies	\$49.60
P0040671	EI Camino College Warehouse	Presidents Office	Supplies	\$74.40
P0040672	Ecc Food Service-Catering	TITLE V - ECC Indiv.	Supplies	\$20.00
P0040674	EI Camino College Warehouse	CalWORKs	Supplies	\$31.90
P0040676	EI Camino College Warehouse	VP-SCA	Supplies	\$151.00
P0040677	Linda Mobley	Rideshare	Rideshare Incentive	\$50.00
P0040684	American Express Travel	RITC	Conferences Mgmt	\$563.50

Total : **233** **\$229,161.38**

B0040467	Dieterich-Post Comp.	Architectural Tech.	Maintenance Contracts	\$508.00
B0047390	Joe Bernstein	Division Ofc Student	New Equipment – Noninstruc.	\$4,114.60
B0047573	ECCD Petty Cash	Counseling Office	Supplies	\$1,000.00
B0047574	Printer Works, the	Technical Services	Repairs - Instructional	\$1,500.00
B0047575	Nexcom Computer Store	Technical Services	Repairs Parts And Supplies	\$2,000.00
B0047576	MCM Electronics	Technical Services	Repairs Parts And Supplies	\$3,000.00
B0047577	McMaster - Carr Supp	Information Tech.	Supplies	\$2,000.00
B0047578	W.W. Granger, Inc.	Information Tech.	Supplies	\$1,000.00
B0047579	ECCD Petty Cash	Information Tech.	Supplies	\$100.00
B0047580	E.C.C.C.D. Bookstore	Information Tech.	Supplies	\$100.00
B0047581	Data Vault	Information Tech.	Other Services And Expense	\$2,352.00
B0047582	Micro Warehouse	Technical Services	Repairs Parts And Supplies	\$4,000.00
B0047583	Arch Communications	Technical Services	Other Services And Expense	\$350.00
B0047584	Xerox Corporation	Copy Center	Copiers	\$62,008.00
B0047585	Xerox Corporation	Copy Center	Copiers	\$104,381.64
B0047587	Seers Lumber Company	VATEA I&T	Supplies	\$1,500.00
B0047588	Forest Plywood	VATEA I&T	Supplies	\$1,500.00
B0047589	Recording for the BI	DSPS	Dues And Memberships	\$425.00
B0047590	Hewlett Packard	Telecommunications	Maintenance Contracts	\$41,289.12
B0047591	Seers Lumber Company	Carpenter Shop	Supplies	\$500.00
B0047592	E.C.C. Public Inform	TITLE V - ECC Indiv.	Reproduction Instructional	\$500.00
B0047593	E.C.C. Public Inform	TITLE V - ECC Indiv.	Reproduction - Noninstruc	\$1,500.00
B0047594	AMI Electrical & Tel	Telecommunications	Contract Services	\$3,500.00
B0047595	ECCD Petty Cash	Counseling Office	Supplies	\$300.00
B0047596	Dunn Edwards	Paint Shop	Supplies	\$500.00
B0047597	John Wiley & Son	WPLRC Local Contract	Supplies	\$400.00
B0047598	Altadena Certified D	CDC	Supplies	\$3,100.00
B0047599	Tickets.Com	Ctr for Arts Ticket	Contract Services	\$2,041.20
B0047603	ECCD Pty Csh	EOPS CARE	Supplies	\$350.00
B0047604	H & C Disposal	Hazmat	Waste Disposal	\$1,450.00
B0047605	Service Pro Pest Man	Operations	Pest Control	\$1,625.00
B0047606	Wray Printing	EI Camino Language	Printing	\$600.00
B0047607	The Tharpe Company	Human Resources	Employee Recognition	\$10,000.00
B0047608	National Computer	Financial Aid	Contract Services	\$1,000.00
B0047610	Justin Time Temps	TANF	Contract Services	\$46,680.00
B0047611	P. Whitman	School to Career	PSA Contract Services	\$4,145.00
B0047622	Los Angeles Sentinel	Public Information	Multi Media Advertising	\$3,400.00
B0047623	Development Photo	Public Information	Supplies	\$5,000.00
B0047624	Riviera Photographic	Public Information	Supplies	\$5,000.00
B0047625	Samy's Camera	Public Information	Supplies	\$5,000.00
B0047626	Walsers	Public Information	Supplies	\$2,500.00
B0047627	Ecc Food Service	V.P. Academic Affairs	Supplies	\$600.00
B0047628	E.C.C. Public Inform	VATEA Supplementary	Supplies	\$200.00
B0047629	Ecc Food Service	Middle College High	Supplies	\$700.00
B0047631	General Cinema Theater	Fiscal Services	Supplies	\$3,000.00
B0047634	Ecc Food Service	TITLE V - ECC Indiv.	Supplies	\$1,500.00
B0047635	E.C.C.C.D. Bookstore	TITLE V - ECC Indiv.	Supplies	\$500.00
B0047636	Boise Cascade	Foundation	Supplies	\$300.00
B0047637	ECCD Petty Cash	TANF	Supplies	\$3,000.00

Total : **49** **\$342,019.56**

Total POs and BPOs : **282**

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

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A. EMPLOYMENT AND PERSONNEL CHANGES

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-27 and 1-14.

Certificated Personnel:

1. Rescind Pre-Retirement – Ms. Shirley Aoto, instructor in Business effective, August 18, 2001.
2. Retirement – Ms. Shirley Aoto, instructor in Business, effective December 21, 2001 and that a plaque be prepared and presented to her in recognition of her service to the District since 1982.
3. Employment – Ms. Cynthia Mosqueda, full-time bilingual counselor in Planning, Research and Development, Class III, Step 4, Fiscal Salary Schedule, under Education Code Section 87470, second year of a five year grant, funded by Title V- Developing Hispanic Serving Institution Programs, effective October 1, 2001 through September 30, 2002.
4. Employment – Ms. Ruth Banda-Ralph, full-time faculty coordinator in Planning, Research and Development, Class IV, Step 9, Fiscal Salary Schedule, under Education Code Section 87470, second year of a five year grant, funded by Title V- Developing Hispanic Serving Institution Programs, effective October 1, 2001 through September 30, 2002.
5. Employment – Mr. Douglas Thompson, full-time/temporary Librarian, Class II, Step 4, Academic Salary Schedule, effective September 15 through December 21, 2001.
6. Employment – Mr. Ralph Taylor, full-time/temporary instructor of Mathematics and Computer Sciences, Class II, Step 6, Academic Salary Schedule, effective August 18 through December 21, 2001.
7. Employment – Mr. Perry McDonnell, full-time/temporary instructor of Mathematics, Class III, Step 4, Academic Salary Schedule, effective August 18 through December 21, 2001.
8. Employment – Mr. Nathan Schroeder, full-time/temporary instructor of Mathematics, Class I, Step 4, Academic Salary Schedule, effective August 18 through December 21, 2001.

9. Employment – Mr. Gregory P. Fry, full-time/temporary instructor of Mathematics, Class IV, Step 4, Academic Salary Schedule, effective August 18 through December 21, 2001.
10. Employment – Ms. Danielle Walsh, full-time/temporary instructor of Physical Education, Class II, Step 4, Academic Salary Schedule, effective August 18 through December 31, 2001.
11. Change in Salary – Dr. Toni Klein, full-time instructor in Nursing, from Class IV, Step 6 to Class V, Step 6, effective August 18, 2001.
12. Change in Salary – Dr. Suzanne Gates, full-time instructor of English from Class IV, Step 7 to Class V, Step 7, effective September 15, 2001.
13. Personal Leave of Absence – Dr. Margaret A. Quinones, full-time Counselor, effective September 6 through December 31, 2001.
14. Temporary Change of Assignment – Ms. Alice Grigsby, Librarian, Class IV, Step 20, Academic Salary Schedule to Acting Dean, Instructional Services Division, Range 16, Step 1, Management Salary Schedule, effective September 11, 2001 until vacancy is filled.
15. Special Assignment – Ms. LaFaune Gordon, Clinical Psychologist to provide clinical counseling services to EOP&S students beyond the six hour limit provided in health center or during time when the health center is closed, to be paid \$45.92 per hour, not to exceed \$459.20, in accordance with the Agreement, Article X, Section 9, (M).
16. Special Assignment – The following adjunct instructors in Humanities to work in the Foreign Language Tutorial Lab for the fall 2001 semester, to be paid \$34.44 an hour, in accordance with the Agreement, Article X, Section 9(1):

	<u>Hours per week</u>
Mildred Drake	10
John Eric Paschek	10
Norma Tamer	5
17. Special Assignment – Ms. Lucy Sandvick, full-time First Year Experience Program instructor in Planning, Research and Development to participate in cross-cultural training for students and faculty/staff seminars and learning community workshops, to be paid \$45.92 an hour, not to exceed \$459.20, effective September 14 through September 28, 2001, in accordance with the Agreement, Article X, Section 14(a).

18. Special Assignment – Ms. Nancy Lee and Ms. Linda Goldman, Nurse Practitioners, to conduct sports physicals, effective August 1, 2001 through August 1, 2002, to be paid \$34.44 an hour, not to exceed \$900, to be paid in accordance with the Agreement, Article X, Section 9(m).

19. Special Assignment – The following full-time instructors to supervise Independent Study projects for the Fall 2001, to be paid \$45.92 per hour, in accordance with the Agreement, Article X, Section 19(d&e):

Full-Time:

Sam Dantzler		
Ron Dohi	Albert Lugo	Jack Selph
Patricia Gebert	Doug Marston	Mike Stallings
Harold Hofmann	Chris Moran-	Harry Stockwell
Frank Jacobi	Wisdom	Ken Zion
Ray Lewis	George Rodriguez	

Part-Time:

Nicholin Colin
 Jerry Kinnan
 Max Pena

20. Special Assignment – The following part-time instructors of Mathematics to tutor as part of the P4E grant, Maximizing Math Potential, to be paid \$34.44 per hour, effective August 18 through December 21, 2001 in accordance with the Agreement, Article X, Section 9(l).

<u>Name</u>	<u>Not to Exceed</u>
James Taylor	\$11,500
Mark Burgin	4,400
Beyenne Bayssa	3,500
Paul Chang	3,800
Gregory Fry	2,000
Ronald Wax	1,300
Manolita Formanes	1,300
Raymond Ho	1,300
Steve Martinez	1,300
Rich Wong	1,300
Christie Yang	1,300

21. Special Assignment – The following full-time instructors of English in the Humanities Division to administer credit by examination during the 2001-2002 fiscal

year, to be paid \$45.92 an hour, in accordance with the Agreement, Article X, Section 7(c):

Eugene Armao
Sara Blake
Barbara Budrovich
Dana Crotdwell
Sean Donnell
Brent Isaacs

Barbara Jaffe
Jeff Jung
Ann Kessler
Rosemarie Kistler
Mary Ann Leiby
Inna Newbury

Adrienne Sharp
Cynthia Silverman
Laura Welsh
Phyllis West
Joy Zhao

22. Amend Stipend – Ms. Sacha Bryant, part-time/temporary Pep Squad Advisor, to be paid \$196 per week instead of \$391, effective August 13 through December 21, 2001, in accordance with the Agreement, Article X, Section 11(d).
23. Stipend Assignment – Dr. Elizabeth Shadish, CVC Web Coordinator to coordinate the CVC web community anchors, to be paid \$300 per month, effective September 1, 2001 through May 31, 2002, in accordance with the Agreement, Article X, Section 14(a).
24. Employment – Ms. Dipte Patel, part-time/on-call counselor for the Special Resource Center, not to exceed 23 hours per week, effective August 20, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(m).
25. Employment – Mr. Nicholas Colin, part-time/substitute instructor of welding to teach Summer 2001.
26. Employment – The following part-time/temporary instructors to be hired as needed for the 2001 Fall semester.

Behavioral & Social Sciences

Patricia Alford-Keating
Alexander Avila
Mylo Egipciano

Julio Farias
Teena Moody
Akira Yamamoto

Fine Arts

Tomoyuki Isoyama

Health Sciences & Athletics

Marie Mendiondo

Humanities

Nancy Armstrong
Zahid Hossain
Karen Marblestone

Jason Rothman
Adam Sharp

Industry & Technology
Raymond Halling

Mathematical Sciences
Thu-Hang Hoang
Daniel Horwood
Perry McDonnell
Marion Reeve

Nathan Schroeder
Satish Singhal
Ronald Wax
Myung Yun

Natural Sciences
Jeffrey Keaffaber

27. Employment – The following part-time/substitute instructors to be hired as needed for the 2001 Fall Semester.

Business

Robert Gelb

Industry & Technology
Nicholas Colin
Roger Des Rosiers
Ronald Williams

Classified Employees

1. Ms. Toni Gurrola, Administrative Assistant II, Range 31, Step A, Business Division, Academic Affairs Area, effective August 27, 2001.
2. Personal Leave of Absence 4.5% - Ms. Kathleen Collins, 83.33% Secretary, Range 25, Step E, Humanities Division, Academic Affairs Area, effective August 20 through December 21, 2001.
3. Personal Leave of Absence 12.5% - Ms. Kimberly DeShazo, Costume Technician, Range 31, Step B, Fine Arts Division, Academic Affairs Area, effective August 20 through December 20, 2001.
4. Personal Leave of Absence 30% - Ms. Charlotte Thompson, Accounting Assistant III, Range 28, Step E, Instructional Services Division, Academic Affairs area, effective September 3, 01 through June 4, 2002.

5. Extend Work Out of Classification - Mr. Victor Flores, Stock Clerk, Range 22, Step E, to Skilled Trade Assistant, Range 28, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective September 1 through December 31, 2001.
6. Rescind Employment - Mr. Wayne F. Smith III, Computer Systems Support Technician, Range 40, Step A, Information Technology Services Division, Administrative Services Area, effective September 4, 2001.
7. Employment - Ms. Kathleen Gleason, Assistant Director of Development - Annual and Alumni Giving, Range 5, Step 1, Administrator Salary Schedule, Foundation Office, President's Area, effective October 1, 2001.
8. Employment - Ms. Mari Hadley, Financial Aid Supervisor, Range 27, Step C, Supervisor Salary Schedule, Financial Aid/Student Services Division, Student and Community Advancement Area, effective October 1, 2001.

Temporary Classified Personnel

9. Extend Employment - Mr. Craig Owings, Special Project Temporary Administrator III, P4E Project, Mathematical Sciences Division, Academic Affairs Area, effective July 1 through July 31, 2001.
10. Employment - Ms. Judith Day, Special Project Temporary Administrator, Range VI, Mathematical Sciences Division, Academic Affairs Area, effective August 21, 2001, through August 20, 2002, not to exceed \$67,860.
11. The following short-term employees for service on an as-needed basis for the 2001-2002 fiscal year:

Maria Cortez
 Jolene DeYoung
 Brian Krause
 Vu Minh Le

Claudette Rizkallah
 Lee Rephan
 Kamyar Saadzoi
 Charles Turner

12. The following short-term employees for service on an as-needed basis from July 1 through August 15, 2001:

Blanca Mendieta

13. The following short-term employees for service on an as-needed basis from September 1 through December 31, 2001:

Luis Barrueta

Eduardo Velazquez

14. The following short-term employees for service on an as-needed basis from October 1 through December 31, 2001:

Howard Bell Jr.
Robert Elliott
Jacqueline
Hampton

Jack Martin
Patricia Munoz
Mitsuro Ohara
Tammy Starnes

Michael
Westbrook

B. CLASSIFIED PROFESSIONAL GROWTH

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

Cal State University: SOC. 340/Social Psychology and ANT 310/Culture and Personality. Fall 2001 Semester, Dominguez Hills, CA - June L. Curtis. \$400.00 maximum.

LERN Lifelong Learning 2001 Annual Convention, San Francisco Marriott, San Francisco, CA - Terry Newman. Nov. 27 – Dec. 1, 2001. \$400.00 maximum.

The Training Clinic: Administrative Support Conference, Anaheim, CA - Cristina Corrales. September 25, 2001. \$159.00 + mileage.

The Training Clinic: Administrative Support Conference, Anaheim, CA - Maria Duran. September 25, 2001. \$159.00 + mileage.

The Training Clinic: Administrative Support Conference, Anaheim, CA - Elizabeth Fernandez. September 25, 2001. \$159.00 + mileage.

The Training Clinic: Administrative Support Conference, Anaheim, CA - Josephine M. Gallego. September 25, 2001. \$159.00 + mileage.

The Training Clinic: Administrative Support Conference, Anaheim, CA - Jennie Hernandez. September 25, 2001. \$159.00 + mileage.

The Training Clinic: Administrative Support Conference, Anaheim, CA - Vicki Mack. September 25, 2001. \$159.00 + mileage.

C. NEWLY ESTABLISHED CLASSIFIED POSITIONS AND CLASSIFICATION SPECIFICATIONS

It is recommended that the Board approve the establishment of the following new positions:

Trainer/Instructional Technology Specialist as shown on pages 9-10.

Lead Custodian as shown on pages 11-12.

D. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Psychology

Teena D. Moody

English

Adam C. Sharp

Mathematics

Daniel F. Horwood

Nathan P. Schroeder

Myung S. Yun

Earth Sciences

Jeffrey J. Keaffaber

Computer Science

Mr. Satish Singhal

Mr. Robert Stark

ESL

Nancy M. Armstrong

Zahid Hussain

Karen Marblestone

Administration of Justice

Linda Schuetze

E. VOLUNTEERS

Jina Collins

Cristina Herrera

Takeshi Ken Higaki

Jennifer Hoft

John Lai Liu-Holmberg

Dalia Juarez

Julie Koudelka

Medilynn Lorio

Linda Moritz

Scott M. Rogoff

Edwina Lynn Walton

Kazuhiko Yanagi

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: TRAINER/INSTRUCTIONAL TECHNOLOGY
SPECIALIST**

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, develop and provide training on various software application programs for faculty and staff. Assist faculty and staff in the design and implementation of on-line instruction, educational multi-media, computer-assisted programs, and general instructional design. Oversee the faculty and staff training facility and the Innovation Center.

REPRESENTATIVE DUTIES:

Planning, implementing and conducting training workshops for faculty and staff in the use of current and emerging information and multi-media technology for personal computer use.

Develop and design various software application training workshops.

Conduct annual computer training needs assessment.

Assist faculty in designing and developing on-line instruction.

Assist faculty and staff in developing instructional materials for workshops, curriculum projects and multi-media and/or computerized classroom/job applications.

Develop and maintain tracking systems for instructional design and courseware development projects, as needed.

Evaluate equipment and multi-media software systems and assist in configuring new software.

Collaborate with faculty and staff to insure maintenance of academic hardware, software, and multi-media standards.

Assist with the selection, training and oversight of student workers and short term temporary employees.

Maintain knowledge of current trends and developments in the computer training field.

Manage budget for assigned areas, keep accurate records of lab use, post and maintain scheduled hours, coordinate repair and updates with vendors and Information Technology Services Division.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computers and a broad range of instructional software applications including multi-media technology, distance learning, telecommunications, courseware, authorware and MS Office Suite (Word, Excel, Powerpoint, Access and FrontPage).
Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

ABILITY TO:

Communicate effectively orally and in writing.
Work effectively and harmoniously with faculty and staff.
Analyze situations and adopt an effective course of action.
Organize day-to-day operations and maintain records and equipment inventory.
Train faculty and staff in the use and delivery of instructional technology and software applications.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and deadlines.
Maintain confidentiality of division records as required.
Work independently.

EDUCATION AND EXPERIENCE:

Bachelor's degree in related field and three years of technology training experience.

WORKING CONDITIONS:

Extensive computer work within a lab/training/learning environment.
Interaction with faculty and staff members.
May include long periods of standing and/or sitting.
Move from one work area to another, as needed.

Classified Salary Range 41

Board Approved: September 10, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain assigned buildings, rooms or office space in a clean and orderly condition. Assist the Operations/Custodial Supervisor by providing work direction to staff. Identify supplies and equipment that need to be ordered and maintained.

REPRESENTATIVE DUTIES:

Assist the supervisor in training and providing work direction to custodial personnel.

Sweep, scrub, mop and wax floors, vacuum rugs and carpets.

Dust and polish furniture and woodwork.

Empty and clean waste receptacles.

Clean and dust restrooms, wash windows and walls and hardware.

Polish metal and porcelain fixtures and areas.

Maintain equipment and materials.

Ability to use common electrical cleaning equipment.

Knowledge of safe work practices, proper use and knowledge of hazardous materials (MSDS) and their storage.

Assist in cleaning kitchens and snack bar equipment.

Assist in moving and arranging furniture and equipment, set-up auditorium or classrooms for special events or meetings.

Adjust shades and blinds; adjust desks and other related material and furniture.

Clean and pick up paper and trash on grounds, patios and courts.

Assist maintenance crews performing painting, carpentry or other maintenance work as assigned.

Assist the supervisor in ordering and maintaining supplies, equipment and materials related to custodial duties and assist in inventorying supplies and equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of cleaning and preserving floors, walls and fixtures.
Basic cleaning materials, disinfectants and equipment used in custodial work.
Common cleaning tools and their uses.
Safe work practices.
Safe use and storage of hazardous and toxic substances.

ABILITY TO:

Perform a variety of duties related to custodial work.
Maintain inventory of custodial supplies and equipment in an orderly condition.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Establish and maintain a cooperative and effective working relationships with others.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Two years of custodial experience. Relevant experience in a large institutional setting and supervisory classes or training is desirable.

WORKING CONDITIONS:

Carry and lift heavy objects.
Extreme fluctuations between indoor and outdoor temperatures.
Use of arms, legs and back to regularly push, pull, carry or lift objects up to 75 lbs.
Dexterity of hands and fingers to operate equipment.
Stand for extended period of time.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneeling or crouching.
May lift items up to 75 lbs.

Classified Salary Range 21
Board Approved: September 10, 2001