

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

**Board of Trustees
El Camino Community College District
Agenda, Monday, November 17, 2003
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 20, 2003**
- III. Presentations**
 - A. Resolution: Delmer L. Fox
 - B. Siemens Scholarship:
Evelyn Gonzalez
- IV. Public Hearings – (none)**
- V. Consent Agenda – Recommendation of Superintendent/President,
Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1-8
Student and Community Advancement
*See Student & Community Advancement
Agenda, Pages 1-6*
Administrative Services
See Administrative Services Agenda, Pages 1-12
See Measure "E" Bond Fund Agenda, Pages 1-8
See Human Resources Agenda, Pages 1-8
 - C. Superintendent/President
See Superintendent/President Agenda Pages 1- 3
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- VII. Closed Session**
 - A. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 1 case
 - C. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers,
Local 1388
 - 2. El Camino Classified Employees
Local 6142

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

Page No.

A.	International Education/Study Abroad Program – Summer 2004	1
B.	Proposed Curriculum Changes – Effective 2004/2005 Academic Year	1

A. 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 2004:

1. Italian Institute: Program will include the following Italian cities: Venice, Vicenza, Padua, Naples, Palermo, Florence, Siena, Assisi, Segesta, Selinunte, Agrigento, San Gimignano, Siracusa, Taormina, Pisa, Sorrento, Pompeii, Rome and Sicily. The agency will be Journeys of Discovery, 4025 Camino del Rio South, Suite 200, San Diego, CA 92108. The contact person is Eduard Schmiede.

On-Site Program Directors: Professor Rosemary Swade and Professor Michael Stallings. Their duties as on-site directors will include but not be limited to teaching two courses (Swade: Speech Communication 8—Oral Interpretation of Literature, and Speech Communication 12—Interpersonal Communication; Stallings: Architecture 100—An Orientation to Architecture, and Architecture 104—History of Architecture), advising students, interacting with Italian travel representatives, and administering the program in Italy. Inclusive dates: June 10, 2004 – July 9, 2004.

2. Vienna Institute: Program will include the following cities: Vienna, Salzburg, Austria; Berchtesgaden, Germany; and Venice, Florence, and Rome, Italy. The agency will be Journeys of Discovery, 4025 Camino del Rio South, Suite 200, San Diego, CA 92108. The contact person is Eduard Schmiede.

On-Site Program Directors: Dr. William Doyle and Dr. Arthur Verge. 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 Civilizations, and Political Science 2—Comparative Politics), advising students, interacting with Austrian travel representatives, and administering the program in Austria, Italy and Germany. Inclusive dates: June 12, 2004 – July 6, 2004.

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

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

BEHAVIORAL AND SOCIAL SCIENCES DIVISION INACTIVATE COURSES

1. Child Development 15 – The School Age Child
2. Child Development 23 – Introduction to Family Child Care Administration

3. Child Development 27 – Business Aspects of Family Child Care
4. History 18BL – Women and American History, 1870 to the Present: Lecture, Film and Events Laboratory

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

1. History 5B – History of Modern Britain

Current Status/Proposed Change

~~Cultural, economic, and~~ This course focuses on the political, economic, social, and cultural development of Great Britain from the 17th century Stuart Dynasty to the present. ~~Origins of Industrial Revolution,~~ Topics include the new Empire and expansion and decline of the British Commonwealth of Nations, and conditions leading Britain from the height of world power and prestige in empire, the evolution of democratic institutions and political thought, the Industrial Revolution, the World Wars, and Britain's relationship to the European community. Cultural development from the Neoclassical to the Victorian Age to 20th century calamities. ~~Common interests and aspirations of the Anglo-American heritage of individual freedom under law~~ contemporary periods also are examined.

Note: History 5A is not a prerequisite.

2. Philosophy 3 – Ethics and Society

Current Status/Proposed Change

~~Critical~~ This course offers a critical study of ethical theories and their application to problems of modern society. ~~Emphasizes e~~ Ethical issues in government and law, social institutions, and the arts, and international relations will be emphasized.

3. Philosophy 23 – Ethics, Law and Society

Current Status/Proposed Change

~~Moral issues arising in~~ In this course the area of legislation relationship between the various facets of moral and law enforcement will be examined against a background of legal thinking is analyzed. Philosophical issues such as justification for the requirements of a legal enforcement of morality, the legitimacy of an international system of law, and community needs. ~~Special consideration will be given to contemporary problems~~ the relationship between new technologies and the role of law are examined. The concepts of individual and private morality, legal punishment and defending individual international rights and obligations will be discussed .

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

Current Status/Proposed Change

1. History 18B – ~~History of Women and American History,~~ in the United States from 1870 to the Present

Corequisite: ~~History 18BL~~ None

Recommended Preparation: eligibility for English 1A

~~In This course surveys~~ students will examine the history of women in America the United States from 1870 to the present. ~~The course will focus~~ Focus is on the realities of the public and private lives of women as well as the efforts of women to broaden the scope of their experiences and autonomy. Consideration will be given to the concepts that best describe the historical and the changes contemporary position of women in society; women as history makers and agents of changes; and the have experienced in their political, economic, and social status. Topics include the societal contributions that of women are making to the continuing development of American Civilization as participants and leaders in the major historical events and movements.

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

Current Status/Proposed Change

1. Philosophy 11 – History of Modern and Contemporary Philosophy

~~Development~~ This course is a survey of the development of modern and contemporary philosophical thought from the Renaissance, Humanism, to the 20th century. Topics will include secular humanism, the rise of modern science, empiricism, rationalism, idealism, pragmatism, logical positivism, and existentialism, and analytic philosophy.

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

1. Sociology 4 - Social Problems

Current Status/Proposed Change

Recommended Preparation: Sociology 5; eligibility for English 1A

~~A broad survey of~~ In this course social problems facing American society, including such topics as societies today are examined. Topics include problems associated with deviance, crime, discrimination, poverty, welfare systems, alienation in work, family, substance abuse, and other problems relating to inequality, social institutions, and modernization. Social problems will introduce students to sociological perspectives about social be analyzed from various sociological perspectives to better understand their possible causes and consequences. Strategies for addressing social problems will be discussed and assessed.

FINE ARTS DIVISION

CHANGES IN GENERAL EDUCATION REQUIREMENT, CATALOG DESCRIPTION; COURSE REVIEW

1. Film/Video 1 – Film Analysis and Appreciation

Current Status/Proposed Change

CSU General Education Requirement – Area C.1.

IGETC General Education Requirement – Area 3. Arts.

In This course, students will investigate films the origins and videos as unique works aesthetics of art through cinema including the study of their formal construction classic Hollywood narrative film and their content. Employing both textual and contextual analysis, its alternatives. By analyzing representative films as unique cultural products, the student is will be introduced to the basic vocabulary of film criticism and various methods of interpreting and evaluating motion pictures and television programs within their socio-political context.

HEALTH SCIENCES AND ATHLETICS DIVISION

CHANGES IN DISCIPLINE, CREDIT STATUS, CATALOG DESCRIPTION; COURSE REVIEW

1. Nursing 101 – Exploring Health Occupation Careers

Current Status/Proposed Change

Discipline: Nursing, Health, and Health Care Ancillaries

Credit, not degree applicable

This is an introductory course for students considering careers in health care, as a career option. Students will explore career options and be introduced to the major job responsibilities and technical skill requirements of a variety of health care occupations. The information provided will enable students to match their abilities and interest to a specific health care occupation.

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

1. Physical Education 5ab – Men's Intercollegiate Baseball Team

Current Status/Proposed Change

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

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

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

2. Physical Education 6abc – Off-Season Training For Men’s Intercollegiate Baseball Team

Current Status/Proposed Change

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

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

Note: ~~This Course is offered in the~~ fall semester and summer session only.

3. Physical Education 75ab – Men’s Intercollegiate Track and Field Team

Current Status/Proposed Change

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

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

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

4. Physical Education 76abc – Off-Season Training for Men’s Intercollegiate Track and Field Team

Current Status/Proposed Change

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

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

Note: ~~This Course is offered in the~~ fall semester and summer session only.

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

Current Status/Proposed Change

1. Physical Education 400abcd – ~~Adaptive~~ Adapted Fitness

Recommended Preparation: ~~verification of physical or learning disability or motor problems~~
None

~~Course is designed to meet the needs of students requiring restricted activities. Instruction and practice~~ This course is designed to meet the needs for of students with disabilities and provides personalized exercise programs. ~~or motor problems in individualized exercises, resistive activities, and relaxation techniques will be given for improvement in strength, flexibility,~~

~~endurance, and tension reduction.~~ Exercise programs may incorporate modifications when limitations are associated with a disability. The components of physical fitness will be discussed in order to develop an understanding of training principles, benefits of exercise, and conditioning strategies. Basic nutrition guidelines related to fitness will also be discussed.
Note: This course is designed for students with disabilities.

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

1. Sign Language/Interpreter Training 201 – Perspective on Deafness

Current Status/Proposed Change

~~Designed to~~ In this course students will explore the realm of deafness from both a hearing and deaf perspective. ~~Deals with e~~Current topics and issues relating to include sign language, acquisition of language, ~~recent experiments~~ educational trends, and ~~experiments and~~ research. ~~Will provide a basic~~ Students will gain an understanding of psychological and social implications of deafness.

2. Sign Language/Interpreter Training 214 – Fingerspelling and Numerical Concepts

Current Status/Proposed Change

This course is ~~an introduction to the skill known as finger spelling.~~ Use of the manual alphabet is a main ingredient in conversing with deaf people. ~~Expressive and receptive practice in~~ designed to provide beginning and advanced practice with the sign language component known as fingerspelling for the student planning to learn American Sign Language. Through the use of video tapes, drills, and exercises the student will receive practice in comprehending and using the manual alphabet and numerical signs.

Note: Credit/no credit only.

NATURAL SCIENCES DIVISION

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

Current Status/Proposed Change

1. Astronomy 9 20 - The Solar System

~~A non-mathematical description of the solar system, including the~~ This course is an introduction to the major planets and the smaller members of the Solar System such as moons, asteroids, Kuiper Belt Objects, and comets. Theories of the origin and histories of the planets are presented. The early history of astronomy, ~~the laws of planetary motion, time, season, telescopes,~~ and the Copernican Revolution are discussed. Sky phenomena such as the constellations, the seasons, eclipses, ~~terrestrial and jovian planets, satellites, comets, asteroids, meteorites, exploration of space, search for life~~ planetary motions are demonstrated in the planetarium. The possibility of life elsewhere in the solar system, ~~and the origin of the planetary system~~ is examined.

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

Current Status/Proposed Change

1. Astronomy 10 25 – ~~Stellar Astronomy~~ Stars and Galaxies

~~A non-mathematical description of the sun and the history of the universe and its history, beyond the solar system. A study of the properties of stars (distances, motions, temperatures, internal structures), stellar evolution, supernovae, pulsars, black holes, the interstellar medium, star clusters, binaries, variables, galaxies, quasars, relativity, cosmology, extra-terrestrial life. The role of astronomy in science and society from the Big Bang to the emergence of intelligent life on Earth. The course covers the Sun, its life history, and its influence on the Earth. The formation, evolution, and fates of different kinds of stars are examined. An overview of the Milky Way galaxy is presented, leading to a discussion of galaxy types, their clustering and evolution. The course concludes with an examination of cosmology, the study of the birth, structure, and evolution of the Universe as a whole. Included is a discussion of the possibility of and the search for extraterrestrial life.~~ This course is an introduction to the history of the universe and its history, beyond the solar system. A study of the properties of stars (distances, motions, temperatures, internal structures), stellar evolution, supernovae, pulsars, black holes, the interstellar medium, star clusters, binaries, variables, galaxies, quasars, relativity, cosmology, extra-terrestrial life. The role of astronomy in science and society from the Big Bang to the emergence of intelligent life on Earth. The course covers the Sun, its life history, and its influence on the Earth. The formation, evolution, and fates of different kinds of stars are examined. An overview of the Milky Way galaxy is presented, leading to a discussion of galaxy types, their clustering and evolution. The course concludes with an examination of cosmology, the study of the birth, structure, and evolution of the Universe as a whole. Included is a discussion of the possibility of and the search for extraterrestrial life.

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

1. Biology 1A – Introductory Biology I

Current Status/Proposed Change

~~Recommended Preparation: eligibility for English 1A. It is also recommended that and Chemistry 1A or Chemistry 21A be taken concurrently in preparation for Biology 1B.~~ Recommended Preparation: eligibility for English 1A. It is also recommended that and Chemistry 1A or Chemistry 21A be taken concurrently in preparation for Biology 1B.

~~General principles: emphasis on cytology, physiology, and genetics of prokaryotic and This course offers a detailed study of eukaryotic cells; the anatomy, morphology, physiology, life histories, ecology, and evolution of significant representation of kingdoms Monera, Protista, division, including the study of Mendelian genetics and molecular genetics of eukaryotes. Students are introduced to prokaryotic organisms and those classified as Protists and Fungi, and Plantae; basic laboratory techniques and procedures, and the use of the laboratory equipment Finally, the life history, anatomy, and physiology of plants are studied. This course is designed for Biology majors, including those students planning to pursue a career in medicine, dentistry, or other life sciences.~~ This course offers a detailed study of eukaryotic cells; the anatomy, morphology, physiology, life histories, ecology, and evolution of significant representation of kingdoms Monera, Protista, division, including the study of Mendelian genetics and molecular genetics of eukaryotes. Students are introduced to prokaryotic organisms and those classified as Protists and Fungi, and Plantae; basic laboratory techniques and procedures, and the use of the laboratory equipment Finally, the life history, anatomy, and physiology of plants are studied. This course is designed for Biology majors, including those students planning to pursue a career in medicine, dentistry, or other life sciences.

Note: It is recommended that Chemistry 1A be taken concurrently in preparation for Biology 1B.

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

1. Biology 12 – Field Zoology

Current Status/Proposed Change

~~No Transfer UC~~ Proposed Transfer UC

~~Emphasis is given to local~~ This course is a survey of invertebrate and vertebrate animals involving general principles of biology, taxonomy, physiology, and ecology with an emphasis on California. Major invertebrate phyla will be introduced in the classroom and through tide pool experience. The taxonomy, anatomy, and natural history of all major vertebrate animal species. ~~Lectures on animal life histories, description, conservation, and local ecological niches. Laboratory and limited field work included~~ classes will be explored through classroom lecture and demonstration and field assessment. Field experience will include both optional and required trips to museums, aquariums, and field locations.

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

1. Geography 1 – Physical Elements

Current Status/Proposed Change

This course describes and explains the physical elements of geography, ~~including~~ The topics include maps, earth-sun relationships, elements and controls of weather and climate, vegetation associations patterns, soil types, plate tectonics, volcanism, and tectonic activity (and related landforms), weathering and mass wasting, and the erosional agents (water, ice, landforms created by running water, glaciers, waves, and wind) and resulting land forms.

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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E. Board Policy 4055 – Academic Accommodations for Students with Disabilities – Second Reading and Adoption.....	1, 4
F. Temporary Casuals Employment.....	1, 5-6

*Item D withdrawn and no substitutions were made.

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips for Project Success, Puente, Foster Care and El Camino College Language Academy. The purposes of the trips are to provide university experience, transfer options, and cultural enrichment.

October 17, 2003 – E. Elaine Moore – California State University at Long Beach, Long Beach, California. Estimated students 43. Depart 9:15am; return 12:30pm. Transportation by Bus.

November 6, 2003 – Nosizwe Chimurenga and Mandela Kayise – Foster Care Independent Living Program (ILP), Inglewood Unified School District, Inglewood, California. Estimated students 23. Depart 6:00pm; return 9:00pm. Transportation by bus provided by the Community College Foundation.

November 14, 2003 – Destyn LaPorte – Olvera Street, Los Angeles, California. Estimated students 32. Depart 10:30am; return 4:00pm. Transportation by bus.

November 20-23, 2003 – Dianne Martinez – Latino/Latina College Leadership Institute, Camp Max Struss, Glendale, California. Estimated students 9. Depart 9:00am; return 6:30pm. Transportation by van.

B. ALPHA GAMMA SIGMA FALL REGIONAL CONFERENCE

It is recommended that the Board approve attendance of the following students at the Alpha Gamma Sigma Fall Regional Conference, November 1, 2003, at Citrus College. Expenses in the amount of \$180 to be paid from the Alpha Gamma Sigma Club account. Any remaining expenses will be paid by the students. Harold Tyler, Advisor

Ashley Beasley, Linda Lee, Amy M. Peter, Bryan Pruden, Michael Yepp

C. INTERNATIONAL TRAVEL (AMENDMENT)

It is recommended that the Board approve amendment of international travel for Leonid Rachman to include recruitment in Viet Nam, which was omitted from the Board Agenda item approved at the October 20, 2003 Board meeting. No other changes.

***D. BOARD POLICY 1600 – FULL INCLUSION OF PEOPLE WITH DISABILITIES
Second Reading and Adoption**

It is recommended that the Board receive for Second Reading and Adoption Board Policy 1600 – Full Inclusion of People with Disabilities as shown on page 3.

**E. BOARD POLICY 4055 – ACADEMIC ACCOMMODATIONS FOR STUDENTS
WITH DISABILITIES – Second Reading and Adoption**

It is recommended that the Board receive for Second Reading and Adoption Board Policy 4055 – Academic Accommodations for Students with Disabilities as shown on page 4.

*Item D withdrawn and no substitutions were made.

F. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 5-6.

The District is committed to the full inclusion of and effective communication with people with disabilities. It is the responsibility of all employees and designees of the District to design information and services to achieve universal accessibility, and to become familiar with the guidelines and procedures for designing, creating, purchasing, and disseminating any publication materials which are utilized in communicating to the community we serve. Procedures will specify the standards for production of alternative formats.

Procedures will be developed that specify the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve. Employees and designees of the District who are delegated the responsibility for designing information and services to achieve universal accessibility are required to become familiar with and utilize these guidelines and procedures.

Reference:

El Camino College Board Policy 3410, 3420, 7100
California Government Code Section 11135
California Education Code Sections 66250, 72010
Title 5, Section 53000
Title 5, California Code of Regulations, Section 59300

et seq.

Title 34
Title 36, CFT Part 1194
Public Law 104-197 (Chafee Amendment)
California Education Code, Section 67302 (added by

passing of California

Assembly Bill 422, 1999)

Rehabilitation Act ` 973 inclusive of Section 504 and

508 (29 U.S.C. 794d)

Title II, Americans with Disabilities Act, 1990

*Item D withdrawn and no substitutions were made.

El Camino College
Adopted:

El Camino Community College District is committed to providing, in a timely and appropriate manner, accommodations for students with disabilities. El Camino College recognizes the need to accommodate, to the greatest extent possible, students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. El Camino College intends that all of its graduates master the competencies required by Title 5 of the California Code of Regulations and complete courses required for degree or certificate.

Reference: Title 5, Section 56006 (DSPS Regulations)

*President Fallo read in spelling correction in Board Policy title.

El Camino College
Adopted:

1. Jeff Bergdahl--Office Aide I, \$6.75 per hour, Monday and Wednesday, 10:30 a.m. to 1:30 p.m., effective November 18, 2003, through June 30, 2004, Fine Arts, Academic Affairs Area, to assist in film/video production classes, funded by District funds.
2. Tamsen Francis--Teacher's Assistant III, \$7.50 per hour, Monday and Wednesday, 1:30 to 4:30 p.m., effective November 18, 2003, through April 30, 2004, Fine Arts, Academic Affairs Area, to provide assistance in the forensics classes, funded by District funds.
3. Carmen Gutierrez--House Staff 1, \$7.00 per hour, Monday through Sunday (varies), 6:00 a.m. to Midnight (varies), effective November 17, 2003, through June 30, 2004, Fine Arts, Academic Affairs Area, to provide ticket taking and ushering services at Center for the Arts events, funded by District funds.
4. Sharron Haynes--House Staff 1, \$7.00 per hour, Monday through Sunday (varies), 6:00 a.m. to Midnight (varies), effective November 17, 2003, through June 30, 2004, Fine Arts, Academic Affairs Area, to provide ticket taking and ushering services at Center for the Arts events, funded by District funds.
5. Anna Joubert--Program Assistant I, \$8.00 per hour, Monday through Friday, 10:00 a.m. to 2:00 p.m., effective November 18, 2003, through June 30, 2004, Behavioral and Social Sciences, Academic Affairs Area, to assist the division office staff with clerical duties, funded by District funds.
6. Stefanie Okumura – Police Cadet I, \$8.00 per hour, Monday and Wednesday, 8:00am to 12 noon, effective October 18, 2003 through June 30, 2004, Campus Police, Administrative Services, Police Cadet duties. Funded through Fund 12.
7. Benjamin Alexander Paris--Stage Assistant IV, \$9.00 per hour, Monday through Sunday (varies), 9:00 a.m. to midnight (varies), effective November 20, 2003, through June 30, 2004, Fine Arts, Academic Affairs Area, to work as stage crew for Fine Arts events, funded by District funds.
8. Robert Reichle--Paraprofessional, \$15.00 per hour, Monday through Thursday, 9:00 a.m. to 2:00 p.m., effective November 18, 2003, through December 17, 2003, Humanities, Academic Affairs Area, to tutor in the Writing Center, assisting students in all phases of the composition process, funded by District funds.
9. William Robertson--Paraprofessional, \$15.00 per hour, Monday through Thursday, 9:00 a.m. to 2:00 p.m., effective November 18, 2003, through December 17, 2003, Humanities, Academic Affairs Area, to tutor in the Writing Center, assisting students in all phases of the composition process, funded by District funds.

10. Gerald Strouse--Professional II, \$37.00 per hour, Friday (as needed), 8:00 a.m. to 5:00 p.m., effective November 18, 2003, through June 30, 2004, Community Advancement, Student and Community Advancement Area, to instruct first aid and CPR classes, funded by Standards for Training Certification and Watch Keeping income.
11. Yun Zhang--Tutor I, \$7.50 per hour, Tuesday and Thursday, noon to 3:00 p.m., effective November 18, 2003, through June 30, 2004, Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, funded by District funds.

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

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*Item C withdrawn and no substitutions were made.

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending September 30, 2003.

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 September 30, 2003, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2003-04
Quarter Ended (Q1) September 30, 2003**

<u>General Fund</u>	<u>2003-04 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,300,201	\$ 29,782	.09%
State	48,776,298	7,436,866	15.24%
Local	40,256,910	4,189,562	10.41%
Interfund Transfers	<u>350,000</u>	<u>0</u>	0%
Total Income	\$92,683,409	\$11,656,210	
APPROPRIATIONS			
Academic Salaries	\$ 38,238,321	\$ 4,810,385	12.60%
Classified Salaries	25,268,012	3,150,707	12.50%
Staff Benefits	15,308,115	2,399,895	15.68%
Supplies/Books	2,469,477	365,585	14.80%
Other Operating Expenses	10,391,833	2,606,441	25.0%
Capital Outlay	648,060	97,801	15.10%
Other Outgo	<u>755,500</u>	<u>101,222</u>	13.40%
Total Appropriations	\$93,079,318	\$13,532,036	

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

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

Dept. of Justice, Bureau of Prisons – The Workplace Learning Resource Center (WpLRC) will provide training at Terminal Island to the inmate population in the areas of Blueprint, AutoCAD, and Quality Assurance I & II. Contract period 10/20/03-9/30/04. Total projected income \$89,100; total projected expenses \$65,229; total projected net \$23,871. Fiscal Year 2003/2004 projected income \$66,825; projected expenses \$48,922; projected net \$17,903; account #12-55130-00-701000-6455, blanket purchase order (BPO) #67851.

Mt. San Antonio College/The Training Source – The WpLRC will work as a subcontractor under Mt. San Antonio College to provide formal education training services to County of Los Angeles employees in the following El Camino College (ECC) Credit Courses: Nursing 49, PE 201, Nursing 60A, Nursing 60B, Nursing 61, Nursing 62, Nursing 63, Nursing 64, Nursing 65, Nursing 66A, Nursing 67, Nursing 68 and Nursing 69. Contract period 10/1/2003-9/30/2005. Total projected income \$310,000; total projected expenses \$184,889; total projected net \$125,111. Fiscal Year 2003/2004 projected income \$116,250; projected cost \$69,334; projected net \$46,916; account #12-55130-00-70100-7100; blanket purchase order (BPO) #67850

***C. CONTRACT AMENDMENT**

C. W. Driver – It is recommended that the Board of Trustees approve C. W. Driver's Additional Services Request #1. At its regular meeting on July 15, 2002, the El Camino College Board of Trustees approved a contract with C. W. Driver to perform construction management services related to the Natural Science Complex Renovation. The agreement was based upon a projected 24 months of services. The construction schedule must be increased to 27 months due to:

1. Plan changes by the Division of the State Architect required that the original drawings be modified to enlarge the cab of the elevator, which required enlargement of the elevator tower structure.
2. Delay in receiving approved plans from the Office of the State Architect.
3. The need to re-bid the three prime trades of masonry, elevator, and structural and other steel contractors.

The changes required by the State Architect resulted in C. W. Driver performing the following activities at the increased costs listed below:

- \$15,607 - Revise the General Conditions for CM/Multi-Prime delivery method
- \$ 7,803 - Revise and re-sequence Project Schedule
- \$15,607 - Create Bid Package for elevator. Revise other Bid Packages

- \$ 5,202 - Create Bid Packages to separate Greenhouse
 - \$ 5,202 - Revise Bid Packages to add ADA ramp
 - \$ 5,204 – Revise Bid Packages to include college requested items
 - \$31,214 – Provide constructability/estimating/schedule for elevator, and coordinate Bid Packages for Addendums – elevator and handrails
 - \$23,410 – Conduct job walks, marketing and second bid for Masonry, Elevator and Steel
 - \$46,820 – Review existing and newly issued documents for constructability
- \$156,069

*Item C withdrawn and no substitutions were made.

D. NOTICE 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 David Miller. Payment is to be paid as indicated below.

<u>Project Name/Vendor</u>	<u>Cost</u>
<u>North Gym Bleacher Replacement</u>	\$202,920
Bid No. 2002-14	BPO #69011

Payable to: Herk Edwards, Inc.
23822 Hawthorne Blvd., Ste 201
Torrance, CA 90505

E. BID 2003-19/SALE OF SURPLUS MACHINE SHOP EQUIPMENT

No bids were received by the deadline in response to the advertised bid for the surplus sale of ten (10) Bridgeport vertical CNC milling machines with an estimated value of \$9,000.00.

F. ACCEPTANCE OF OFFER FOR SALE OF SURPLUS MACHINE SHOP EQUIPMENT

It is recommended that the District accept an offer, which was received after the above bid had closed, from the vendor named below.

<u>Vendor</u>	<u>Surplus Offer</u>
Cardinal Engineering, Inc.	\$4,000.00

The proposal is for the ten (10) Bridgeport CNC milling machines listed on the original bid specification. The Industry and Technology Division concurs with acceptance of this offer.

G. PUBLIC WORKS PROJECT - CHANGE ORDERS

It is recommended that all Natural Science Project change orders shown below be ratified in accordance with the Board authorization at the May 19, 2003 meeting.

<u>Change Order No.</u>	<u>Contractor</u>	<u>Time Extension</u>	<u>Amount</u>
001	D/K Mechanical Contractors, Inc. (B58194)	0 days	\$7706.00
	COR#029 – Hot water line exploratory		\$601
	COR#029 – Temporary rerouting of hot water		\$1,250
	COR#041 – Reroute plumbing from below to avoid windows		\$859
	COR#042 – Reroute DF-1 vent line to Rm. B128		\$661
	COR#043 – DF-1 waste line change to polypropylene		\$912
	COR#044 – Gas line size & route changes – Chem North		(\$66)
	COR#045 – Provide plumbing for ADA roll-in shower		\$2,701
	COR#046 – Upsize vent lines (Chem. Rms C107-108-117-118-119)		\$788
001	Angeles Contractor (B58198)	0 days	\$3,112.00
	COR #008 Brick tile at new exterior brick column		
004	G.D Heil, Inc. (B58189)	0 days	\$0.00
	COR #016 Deletion of sidewalk demolition at Humanities		
006	G.D Heil, Inc. (B58189)	0 days	\$5,605.00
	COR #008 Demolition of existing column		\$2,843
	COR #054 Additional demolition along grid line B4		\$2,762
002	Circulating Air, Inc. (B58196)	0 days	(\$10,210.00)
	COR #016 Add for capping of hydronic lines		\$8,045
	COR #016 Shortening of hydronic lines to Humanities		(\$18,255)
001	CK Arts	0 days	\$2713.00
	COR#016 Re-building of exterior column.		
003	Conrod Concrete, Inc.	0 days	\$6,010.00
	COR #008 Foundation, rebar and grouting of new column.		
001	ISEC, Inc.	0 days	\$8,700.00
	COR #02 Added visual display boards		
002	ISEC, Inc.	0 days	\$4,488.00
	COR #048 Nine (9) additional marker boards Chemistry Rooms #C140, C141, C144, and C145		

Project cost containment note: The above Change Orders and all others previously approved to date on the Natural Science Building Renovation represent a 0.56% increase (\$84,474.00) over the original prime trade contract amount of \$15,075,794.

H. PURCHASE ORDERS

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

Run Date
11/3/200

El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 11-17-2003

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
P0060862	Bernice L. Boseman	Fine Arts	Supplies	\$200.00
P0060863	AACC Community College Press	Univ- Silesia,Cieszy	Supplies	\$20.00
P0060864	Mcmaster-Carr Supply Company	Physics	Supplies	\$142.41
P0060865	Mouser Electronics	Physics	Supplies	\$196.78
P0060866	Winona State University	Division Office Huma	Supplies	\$61.96
P0060867	Western Highway Products, Inc.	Parking-Student Perm	Site Improvements	\$2,024.30
P0060868	Matson Printing	VP-SCA	Supplies	\$189.98
P0060869	Prism Embellished Sportswear	Specialty Beverage	Supplies	\$750.00
P0060870	Ami Publishing, Inc	Mini Grant #8/#9	Printing	\$2,857.80
P0060871	Xpedx Paper & Graphics	Copy Center	Supplies	\$1,966.12
P0060872	Rjl Systems	Wellness Center	Supplies	\$26.65
P0060873	Boise-Cascade Office Supply Div.	Admissions/Records	New Equipment - Noninstruc	\$173.20
P0060874	Quami Adams	Fine Arts	Supplies	\$150.00
P0060875	Brittany Armalin	Fine Arts	Supplies	\$200.00
P0060876	Iew Systems	P4E INGLEWOOD FIRE	Other Services And Expense	\$500.00
P0060877	Kristal Walker	Fine Arts	Supplies	\$250.00
P0060878	Susan Saxe-Clifford, Phd	Parking-Student Perm	Other Services And Expense	\$350.00
P0060879	Kim B. Parsons-Bruce	Humanities	Supplies	\$100.00
P0060880	Journalism Association of Communi	Humanities	Supplies	\$250.00
P0060881	Greater Los Angeles Chapter Natio	Health, Safety	Dues And Memberships	\$400.00
P0060882	Johnson Company	Health, Safety	Supplies	\$498.16
P0060883	Card Imaging	00-01 P4E INGLEWOOD	Supplies	\$720.00
P0060884	Mcmaster Carr	IDRC - Aerospace Gra	New Equipment - Noninstruc	\$975.54
P0060885	Electronics School Supply	IDRC - Aerospace Gra	New Equipment - Noninstruc	\$2,114.01
P0060886	Scantron Corporation	Information Technolo	Supplies	\$2,394.60
P0060887	Mass Press	Staff Development	Supplies	\$33.56
P0060888	Parallax, Inc	IDRC - Aerospace Gra	New Equipment - Noninstruc	\$2,979.92
P0060889	4C/SD C/O CCLC	Staff Development	Dues And Memberships	\$125.00
P0060890	Omni Training Corp	Cact CA Employee Tra	Supplies	\$759.29
P0060891	American Express Travel	Admissions/Records	Conferences Mgmt	\$187.00
P0060892	Quality Business Machines	Human Resources	Other Services And Expense	\$190.00
P0060893	American Philosophical Association	Division Office BSSC	Other Instr Supplies	\$142.57
P0060894	Dialcom System Services, Inc.	Facilities/Planning/	Repairs Noninstructional	\$4,000.00
P0060895	Inglewood Chamber of Commerce	Presidents Office	Dues And Memberships	\$500.00
P0060896	Abc Distributing, Llc	SBDC COCCC	Supplies	\$51.20
P0060897	S & B Food Services Catering Serv	Ed & Community Devel	Conferences Mgmt	\$684.69

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P0060898	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$14,548.80
P0060899	Applecore Uniforms	Radiologic Tech Dona	Supplies	\$365.35
P0060900	Empire Cleaning Supply	Operations	Supplies	\$2,597.19
P0060901	Shannon Company	Facilities/Planning	Other Services And Expense	\$1,375.00
P0060902	Porta Phone	Health Sciences	Supplies	\$72.50
P0060904	Dawn C. Huntoon	Fine Arts	Supplies	\$500.00
P0060905	CSTA	ATE-Articulation Par	Conferences Other	\$325.00
P0060906	NSTA	ATE-Articulation Par	Supplies	\$136.11
P0060907	National Academic Press	ATE-Articulation Par	Supplies	\$178.34
P0060908	Mark Hullbarger	Ctr for Arts Product	Repairs Parts And Supplies	\$150.00
P0060909	Edward R. Hamilton, Bookseller	Geography	Supplies	\$98.55
P0060910	Dreammaker Publishing	EOPS	Supplies	\$2,679.19
P0060911	K-Line	Smog Test Station Gr	New Equipment - Instructi	\$2,903.58
P0060912	Eddings Brothers Auto Parts	Automotive Technology	Supplies	\$252.48
P0060913	Kwik Way	Smog Test Station Gr	New Equipment - Instructi	\$2,395.76
P0060914	Bar Charts, Inc.	Title V-Activity 1	Supplies	\$100.00
P0060915	Rockwell Medical Supply	Nursing	Supplies	\$19.31
P0060916	Boise-Cascade Office Supply Div.	Title V-Activity 1	Supplies	\$284.02
P0060917	Michiko Matsue	RHORC	Contract Services	\$200.00
P0060918	Fairchild Publications Inc.	VATEA I&T	Supplies	\$252.00
P0060919	American Express Travel	Financial Aid	Conferences Mgmt	\$120.00
P0060920	Pacific Coachways	EOPS	Transportation	\$468.00
P0060921	S & B Food Services Catering Serv	VATEA Supplementary	Supplies	\$112.50
P0060922	Thomas Paton & Assoc.	CADD	Data Processing Rentals	\$1,769.35
P0060923	Scantron Corporation	I&T Div Ofc	Supplies	\$28.82
P0060924	Xpedx Paper & Graphics	Copy Center	Supplies	\$297.38
P0060925	Xpedx	Copy Center	Supplies	\$1,022.84
P0060926	California Community Colleges	Foster Care Education	Conferences Other	\$120.00
P0060927	Pat Arlington	CA Virtual Comm Coll	Supplies	\$42.72
P0060928	Aaa Flag & Banner Mfg. Co.	Carpenter Shop	Supplies	\$95.10
P0060929	Action Sales Food Service	HVAC Shop	Supplies	\$375.72
P0060930	Montgomery Hardware Company	Lock Shop	Supplies	\$2,124.02
P0060931	Charles G. Hardy, Inc	Carpenter Shop	Supplies	\$512.32
P0060932	J. M. Mckinney Co.	Plumbing Shop	Supplies	\$287.95
P0060933	Aqua-Serv Engineers Inc.	HVAC Shop	Supplies	\$3,275.21
P0060934	Margaret P. Flood	Fine Arts	Supplies	\$300.00
P0060935	Enterprise Rent-A-Car	Transfer Center	Transportation	\$79.99
P0060936	ICAN CSUS	Foster Care Education	Conferences Other	\$210.00
P0060937	Collins & Aikman	CCAccessMeansParent	New Equipment - Noninstruc	\$3,249.73
P0060938	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$119.00
P0060939	Marriott Hotel	Student Affairs	ASB Exp.	\$2,423.08
P0060940	Marriott Hotel	Student Affairs	Conferences Mgmt	\$220.28
P0060941	Charles F. Turner	Fine Arts	Supplies	\$200.00
P0060942	Omega Cinema Props	Fine Arts	Supplies	\$889.00

P0060943	Mass Press	International Student	Supplies	\$33.56
P0060944	NAFSA: Association of Intl. Educ	International Student	Supplies	\$570.00
P0060945	Edmund Scientific	Physics	Supplies	\$194.45
P0060946	Peoma Polynesian Productions	Human Resources	Contract Services	\$150.00
P0060947	American Express Travel	Architect Fees & Eng	Conferences Mgmt	\$119.00
P0060948	Delphin Computer Supply	Transfer Center	Supplies	\$163.46
P0060949	Bonnie F. Gibson	RITC 10/1/03 - 9/30	Contract Services	\$300.00
P0060950	Oriel Incorporated	CalWORKs	Other Books	\$72.32
P0060951	Quartz Sports	Physical Education	Supplies	\$792.35
P0060952	Taylor-Dunn Manufacturing Co.	Parking-Student Perm	Supplies	\$27.73
P0060953	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$301.72
P0060954	Borden Decal Co., Inc.	Parking-Student Perm	Supplies	\$1,175.39
P0060955	Glasby Maintenance Supply Company	Parking-Student Perm	Repairs Non Instr	\$41.75
P0060956	Hely & Weber	Radiologic Tech Dona	Supplies	\$352.93
P0060957	Sandra Espinoza	SBDC CITD	Contract Services	\$222.00
P0060958	Eyecatcher Screen Printing	Health Sciences	Fundraising	\$527.91
P0060959	Rp Group, the	VATEA Supplementary	Conferences Mgmt	\$57.00
P0060960	Gold Shield Chemical Company	Life Sciences	Supplies	\$178.11
P0060961	S & B Food Services Catering Serv	VATEA Supplementary	Supplies	\$112.50
P0060962	Florence Filter Co.	HVAC Shop	Supplies	\$1,787.42
P0060963	Supercut Bandsaw Co., Inc.	Art Dept Donations	Supplies	\$130.03
P0060964	Full Compass	Music	Supplies	\$884.59
P0060965	Phillips Plumbing	Facilities/Planning/	Repairs Noninstructional	\$175.00
P0060966	Dance Spirit	Theatre/Dance	Supplies	\$16.95
P0060967	Audio Graphic Systems C/O School	Division Office Fine	Supplies	\$420.94
P0060968	Robert Gillam	Fine Arts	Supplies	\$500.00
P0060969	American Express Travel	Purchasing and Busin	Travel And Conference Exp	\$567.20
P0060970	American Express Travel	Purchasing and Busin	Conferences Mgmt	\$283.60
P0060971	AHEAD Membership Renewal	DSPS	Dues And Memberships	\$150.00
P0060972	Rochester Institute of Technology	DSPS	Supplies	\$720.97
P0060973	Mass Press	Purchasing and Busin	Supplies	\$33.56
P0060974	Immersion Medical	Nursing	Fundraising	\$5,412.50
P0060975	A-1 Office Plus	Health, Safety	New Equipment - Noninstruc	\$478.92
P0060976	Franklin Covey	EOPS	Supplies	\$125.06
P0060977	S & B Food Services Catering Serv	EOPS CARE	Supplies	\$27.08
P0060978	Hermosa Beach Chamber of	Presidents Office	Dues And Memberships	\$45.00
P0060979	Bernice L. Boseman	Fine Arts	Supplies	\$160.86
P0060980	Acce Conference	Contract Education	Conferences Mgmt	\$50.00
P0060981	Safety-Kleen Corporation	Hazmat	Waste Disposal	\$1,481.50
P0060983	Commission on Athletics	Presidents Office	Dues And Memberships	\$8,604.00
P0060984	Hamilton	Chemistry	Supplies	\$185.56
P0060985	Vernier Software	Chemistry	Supplies	\$725.67
P0060986	Master Magnetics, Inc.	Physics	Supplies	\$96.77
P0060987	S & B Food Services Catering Serv	CalWORKs	Supplies	\$65.75

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P0060988	Dell Computer Corp.	VATEA Supplementary	Conferences Other	\$3,117.60
P0060989	Alpha Gamma Sigma	Student Affairs	A/P Manually Generated	\$180.00
P0060990	NCMPR	Public Information	Contract Services	\$105.00
P0060991	William Shinn	Student Affairs	A/P Manually Generated	\$500.00
P0060992	Russco	Ed & Community Devel	Other Services And Expense	\$998.00
P0060993	South Bay Latino Chamber Commerce	Community Advancemen	Dues And Memberships	\$200.00
P0060994	James F. Schwartz	Facilities/Planning/	Repairs Noninstructional	\$130.00
P0060995	Mass Press	Recruitment/School R	Supplies	\$33.56
P0060996	C.A.L.S.A.C.C.	Student Affairs	ASB Exp.	\$4,117.00
P0060997	American Express Travel	Public Information	Conferences Mgmt	\$107.00
P0060999	VWR Scientific	Chemistry	Supplies	\$246.49
P0061000	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$249.69
P0061001	Administrative Service Co-Op	TANF	Transportation/ Mileage	\$1,000.00
P0061002	Quami Adams	Fine Arts	Supplies	\$500.00
P0061003	Katisha Adams	Fine Arts	Supplies	\$400.00
P0061004	Page Machinery Movers	Machine Tool Techu	Other Services And Expense	\$240.00
P0061005	Town and Country Resort	Careers in Child Car	Conferences Faculty	\$618.92
P0061006	CCCAOE	WPLRC Technical Inst	Dues And Memberships	\$45.00
P0061008	Karen Koblitz	Fine Arts	Supplies	\$100.00
P0061009	Lucy A. Baker-Holdmann	Fine Arts	Supplies	\$100.00
P0061010	CAEYC Conference	Careers in Child Car	Conferences Faculty	\$654.00
P0061012	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$426.42
P0061013	Brite Carpet Cleaning	Ed & Community Devel	Other Services And Expense	\$245.00
P0061014	Imprint Texas	Student Affairs	A/P Manually Generated	\$193.60
P0061015	West Group	VP-SCA	Publications/ Periodicals	\$104.80
P0061016	Executive Excellence	VP-SCA	Publications/ Periodicals	\$368.00
P0061018	AACU	VP-SCA	Other Books	\$34.00
P0061019	Engineered Packaging Solutions	Copy Center	Repairs - Instructional	\$321.43
P0061020	Charles F. Turner	Fine Arts	Supplies	\$100.00
P0061021	Miriam J. Alario	Fine Arts	Supplies	\$500.00
P0061022	Kimberly Deshazo	Fine Arts	Supplies	\$200.00
P0061023	Mass Press	MESA Program	Supplies	\$33.56
P0061024	Registry of Interpreters	Special Resource Cen	Fundraising	\$68.84
P0061026	Sue Oda-Omori	Counseling Office	Supplies	\$97.82
P0061028	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$1,225.39
P0061029	Barret-Robinson Inc.	Carpenter Shop	Supplies	\$562.90
P0061030	Rembrandt Graphic Arts	Art Department	Supplies	\$323.69
P0061031	Keenan & Associates	Purchasing and Busin	Excess Property	\$292.32
P0061032	Techniques Magazine	I&T Div Ofc	Publications Periodicals	\$90.00
P0061033	Johnstone Supply	Automotive Technolog	Repairs Parts And Supplies	\$148.57
P0061034	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$2,662.00
P0061035	Fancy Floors	Carpenter Shop	Supplies	\$367.43
P0061036	Msc Industrial Supply	Automotive Collision	Supplies	\$819.38
P0061037	Porter Cable Corp.	Ctr for Arts Product	Repairs Parts And Supplies	\$32.53

P0061038	Lisa Walker	Fine Arts	Supplies	\$700.00
P0061039	Safety-Kleen Corporation	Hazmat	Waste Disposal	\$5,875.00
P0061040	Grainger Industrial and Equipment	Electronics	Supplies	\$19.56
P0061041	Porta Phone Co.	Health Sciences	Supplies	\$18.27
P0061042	Winzer Corporation	Electric Shop	Supplies	\$533.40
P0061043	California Pro Sports	Health Sciences	Supplies	\$2,219.55
P0061044	Association of Performing Arts	Artes de El Camino	Conferences Mgmt	\$495.00
P0061045	Dawn A. Reid	EOPS	In-Service Training	\$504.43
P0061046	Delphin Computer Supply	Financial Aid	Supplies	\$363.61
P0061047	Bruce Tell	Fine Arts	Supplies	\$150.00
P0061048	Da Tell	Fine Arts	Supplies	\$600.00
P0061049	Three Star Promotions	Health Sciences and	Fundraising	\$592.29
P0061050	Color I.D.	Student Affairs	Supplies	\$236.50
P0061051	Hector G. Salazar	Artes de El Camino	Conferences Mgmt	\$316.50
P0061052	Jafco Pools	Physical Education	Supplies	\$1,065.55
P0061053	Vantage Lighting	Audio/Visual	Supplies	\$459.48
P0061055	Associated Photo Company	Art Department	Supplies	\$155.88
P0061056	Parma	Health, Safety	Dues And Memberships	\$100.00
P0061057	Comfort Inn - la Mesa	Speech Communication	Conferences Other	\$670.00
P0061058	Susan Saxe-Clifford, Phd	Parking-Student Perm	Other Services And Expense	\$700.00
P0061059	Association of Performing Arts	Division Office Fine	Conferences Mgmt	\$495.00
P0061060	Francis D. Teter	Music	Repairs Parts And Supplies	\$50.00
P0061061	Byron Brownridge	Fine Arts	Supplies	\$150.00
P0061062	Karen Lawrence	Fine Arts	Supplies	\$75.00
P0061063	Hitt Marking Devices	Division Office Fine	Supplies	\$40.06
P0061064	American Express Travel	Staff Development	Conferences Mgmt	\$125.30
P0061066	Intelcom	Instructional Televi	Supplies	\$548.83
P0061067	The Tape Company	Audio/Visual	Supplies	\$371.42
P0061068	American Express Travel	Title V CSUDH (curre	Conferences Other	\$351.92
P0061069	Pitney Bowes Inc.	Title V CSUDH (Carry	Postage	\$69.55
P0061070	Certified Office Equipment	Financial Aid	Maintenance Contracts	\$78.00
P0061071	Patricia D. Mack	Fine Arts	Supplies	\$75.00
P0061072	Refrigeration Supplies Dist	Automotive Technology	Repairs Parts And Supplies	\$74.81
P0061073	Mass Press	Construction Technol	Supplies	\$33.56
P0061074	American Express Travel	Purchasing and Busin	Conferences Mgmt	\$282.15
P0061075	Daily Breeze, the	Purchasing and Busin	Repairs Noninstructional	\$600.00
P0061076	Mass Press	Title V Activity II	Supplies	\$33.56
P0061077	Greenwood Publishing Group	Title V-Activity 1	Supplies	\$179.22
P0061078	ASME International	CADD	Supplies	\$367.77
P0061079	Kevin M. Huben	Fire Academy/Emergen	Supplies	\$144.88
P0061080	American Express Travel	Public Information	Conferences Mgmt	\$119.00
P0061081	American Express Travel	Public Information	Conferences Mgmt	\$119.00
P0061082	NCS	Admissions/Records	Supplies	\$2,124.41
P0061084	Allison L. Bouffiou	ATE-Articulation Par	Conferences - Student	\$73.00

P0061085	Vone A. Buckels	ATE-Articulation Par	Conferences - Student	\$80.00
P0061086	Lauren E. Darbin	ATE-Articulation Par	Conferences - Student	\$65.00
P0061087	Debora A. Fisher	ATE-Articulation Par	Conferences - Student	\$80.00
P0061088	Melani R. Jana	ATE-Articulation Par	Conferences - Student	\$88.00
P0061089	Michelle A. Jardin	ATE-Articulation Par	Conferences - Student	\$80.00
P0061090	Raven Laroux	ATE-Articulation Par	Conferences - Student	\$65.00
P0061091	Barbara D. Roth	ATE-Articulation Par	Conferences - Student	\$88.00
P0061092	Allison A. Ho	ATE-Articulation Par	Conferences - Student	\$88.00
P0061093	Redondo Union High School	Public Information	Multi Media Advertising	\$300.00
P0061094	Enterprise Rent-A-Car	Student Affairs	Conferences Mgmt	\$70.35
P0061095	Sue Oda-Omori	Counseling Office	Supplies	\$414.06
P0061097	Achro/Aao	Staff Diversity	Conferences Mgmt	\$125.00
P0061098	Professional Training Associate	Information Technolo	Publications Periodicals	\$67.00
P0061099	Postal Priviledge	Title V CSUDH	Postage	\$383.87
P0061100	Leo R. Middleton	Staff Diversity	Other Books	\$67.88

Total :

227

\$150,740.60

B0060831	SHPE West Coast Care	MESA Program 2002 -	Conferences Mgmt	\$900.00
B0067561	California Hospital	Physical Education	Contract Services	\$1.00
B0067749	Act, Inc.	Ed & Community Devel	Contract Services	\$10,000.00
B0067750	Robert Travaglione	Ed & Community Devel	PSA Contract Services	\$750.00
B0067752	Tri-Star Electronics	Cact CA Employee Tra	Contract Services	\$1.00
B0067753	Tensolite	Cact CA Employee Tra	Contract Services	\$1.00
B0067754	Moog Aircraft Torran	Cact CA Employee Tra	Contract Services	\$1.00
B0067755	Moog Aircraft Torran	Cact CA Employee Tra	Contract Services	\$1.00
B0067758	Hispanic Association	Title V Activity II	Supplies	\$1.00
B0067761	Gable House Bowl	Physical Education	Contract Services	\$1.00
B0067762	Ray Raymond, Ph.D	SBDC CITD	PSA Contract Services	\$1,500.00
B0067768	Ruby Adjari	WPLRC Local Contract	PSA Contract Services	\$30,000.00
B0067781	Beverly Hospital	Paramedic Academy	Contract Services	\$1.00
B0067783	Teledyne Electronic	Cact CA Employee Tra	Contract Services	\$1.00
B0067786	Estwick & Associates	Early Steps to Emanc	Contract Services	\$4,836.00
B0067787	Estwick & Associates	ILP 10/1/03 thru 06	Contract Services	\$960.00
B0067790	Keith Johnson	Foster Care Education	PSA Contract Services	\$888.00
B0067791	Brenda Parks	Foster Care Education	PSA Contract Services	\$740.00
B0067792	Evelyn Mason	Foster Care Education	PSA Contract Services	\$148.00
B0067793	Cheryl Gully	Foster Care Education	PSA Contract Services	\$740.00
B0067794	Carol Traylor	Foster Care Education	PSA Contract Services	\$814.00
B0067795	Susan Tucker	Foster Care Education	PSA Contract Services	\$296.00
B0067796	Linda S. Jones	Foster Care Education	PSA Contract Services	\$296.00
B0067797	Darlene Taylor	Foster Care Education	PSA Contract Services	\$148.00
B0067798	Nzingha Family Servi	ILP 10/1/03 thru 06	PSA Contract Services	\$481.00
B0067799	Deanna Quesada	Early Steps to Emanc	PSA Contract Services	\$3,552.00
B0067800	Nzingha Family Servi	Foster Care Education	PSA Contract Services	\$148.00
B0067801	Nzingha Family Servi	KEPS 09/02thru06/03	PSA Contract Services	\$1,480.00

B0067802	Don Lightsy	Foster Care Education	PSA Contract Services	\$592.00
B0067803	Larthia R. Dunhman	Foster Care Education	PSA Contract Services	\$444.00
B0067809	San Francisco Commun	Division Office BSSC	Contract Services	\$1.00
B0067818	Strata Forest Produc	Construction Technol	Supplies	\$6,000.00
B0067820	Michael Levine Inc.	Fine Arts	Supplies	\$300.00
B0067821	Moore's Dancewear	Fine Arts	Supplies	\$400.00
B0067822	Holiday Inn	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
B0067823	Steven Barden	Title V CSUDH	PSA Contract Services	\$10,200.00
B0067824	MCSI	TTIP Tech Human Resc	Supplies	\$800.00
B0067825	Desimone Engineering	Cact CA Employee Tra	Contract Services	\$12,000.00
B0067826	Honeywell Inc. Train	Cact CA Employee Tra	Contract Services	\$1.00
B0067827	ECCD Petty Cash	Anthropology	Supplies	\$2,000.00
B0067828	Chris Egnozzi	IDRC - Aerospace Gra	PSA Contract Services	\$4,000.00
B0067829	Dale L. Hall	IDRC - Aerospace Gra	PSA Contract Services	\$4,000.00
B0067830	Maria Arce	Cact CA Employee Tra	PSA Contract Services	\$10,000.00
B0067831	Yosemite Community	Child Development Tr	Contract Services	\$1.00
B0067832	Contra Costa Communi	Contra Costa College	Contract Services	\$19,872.00
B0067833	ECCD Petty Cash	Title V Activity II	Supplies	\$1,500.00
B0067834	Dialcom System Servi	Facilities/Planning	Repairs Noninstructional	\$5,000.00
B0067835	Sparkletts Water Pro	Student Affairs	ASB Exp.	\$250.00
B0067836	Robbie Odom	Foster Care Education	PSA Contract Services	\$444.00
B0067837	Sandra B. Chase	Foster Care Education	PSA Contract Services	\$444.00
B0067839	U.S. Filter	Life Sciences	Repairs - Instructional	\$500.00
B0067840	Community Hospital	Nursing	Supplies	\$1.00
B0067841	Norcrid	RITC 10/1/03 - 9/30	Contract Services	\$500.00
B0067842	Nonprofit Navigators	RITP Prog Training	Contract Services	\$6,000.00
B0067843	S & B Food Services	Presidents Office	Other Services And Expense	\$10,000.00
B0067844	S & B Food Services	Title V Activity II	Supplies	\$1,000.00
B0067845	Smardan Supply Compa	Plumbing Shop	Supplies	\$5,000.00
B0067846	South Bay Heating	Ed & Community Devel	Maintenance Contracts	\$1,205.72
B0067847	ECCD Petty Cash	Ed & Community Devel	Supplies	\$350.00
B0067848	ECCD Petty Cash	Ed & Community Devel	Other Services And Expense	\$150.00
B0067849	Walter J. Beckham	SBDC C02-0040 1/03-	PSA Contract Services	\$8,400.00
B0067854	Quality Business Mac	I&T Div Ofc	Repairs - Instructional	\$350.00
B0067859	Center for Cultural	SBDC C02-0040 1/03	Contract Services	\$23,000.00
B0067861	Thomson Learning	El Camino Language	Other Books	\$600.00
B0067863	El Camino Community	Purchasing and Busin	Liability - Self Insuranc	\$45,000.00
B0067864	S & B Food Services	EOPS CARE	Bus Passes and Food Vouch	\$37,000.00
B0067865	CRC	DSPS	Contract Services	\$1,500.00
B0067866	ECCD Petty Cash	MESA Program	Supplies	\$500.00
B0067867	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$600.00
B0067868	Beverly Hills Fire D	Paramedic Academy	Contract Services	\$1.00
B0067869	ECCD Petty Cash	Career Center	Supplies	\$600.00
B0067871	Chamber Music Society	Artes de El Camino	Contract Services	\$15,000.00

B0067872	ECCD Petty Cash	KEPS 09/02thru06/03	Postage	\$50.00
B0067873	ECCD Petty Cash	model approaches	Other Services And Expense	\$50.00
B0067874	Marriott Hotel	Mini Grant #8/#9	Contract Services	\$45,335.00
B0067876	ECCD Petty Cash	ILP 10/1/03 thru 06	Supplies	\$1,207.00
B0067877	ECCD Petty Cash	ILP 10/1/03 thru 06	Supplies	\$2,550.00
B0067879	Protech Petroleum Se	Facilities/Planning	Repairs Noninstructional	\$2,500.00

	Total :	78		\$346,884.72
Total POs and BPOs :	305	TOTAL :	\$497,625.32	

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

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Measure E

I. INFORMATION

- A. **EQUIPMENT/TECHNOLOGY EXPENDITURES** - The following table reports the status of equipment purchase orders issued as of October 31, 2003, compared with the approvals reported at the August 18, 2003 meeting.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Behavioral & Social Science (0601)	61,038	0	61,038
Business (0602)	505,750	0	505,750
Fine Arts (0603)	379,300	70,767	308,533
Health Science & Athletics (0605)	178,553	117,737	60,816
Humanities (0606)	207,251	123,356	83,895
Industry & Technology (0607)	494,133	105,534	388,599
Learning Resources (0609)	490,484	0	490,484
Mathematical Sciences (0610)	242,547	3,133	239,414
Natural Sciences (0611)	545,757	20,336	525,421
Nursing (0612)	108,000	0	108,000
Total Instructional Equipment	3,212,813	440,863	2,771,950
<u>Technology</u>			
Information Technology Services (0608)	514,652	345,795	168,857
Total Technology	514,652	345,795	168,857
<u>Other Equipment</u>			
Admissions & Records (0613)	146,855	59,592	8,726
Counseling (0613)	3,109	0	3,109
CalWorks (0613)	3,150	460	2,695
EOP&S (0613)	2,825	0	2,825
Facilities Planning & Services (0603)	186,030	65,977	120,053
Health Center (0613)	18,700	0	18,700
Financial Aid (0613)	1,600	0	1,600
Assessment & Testing (0613)	850	0	850
Inglewood Center (0613)	5,500	0	5,500
Total Other Equipment	368,619	126,029	242,590
Grand Total	4,096,084	912,687	3,183,397

B. PRELIMINARY PROJECTS BUDGETS

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

The following table reports expenditures through October 31, 2003.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS			
	BUDGET	EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000		5,000,000
Architectural Barrier Removal Phase 2 (0202)	1,529,000		1,529,000
Athletic Education and Fitness Complex (0203)	15,718,000		15,718,000
Bookstore/Cafeteria Conversion to Administration (0204)	10,700,000		10,700,000
Business Building Replacement (0205)	10,700,000		10,700,000
Central Plant (0206)	14,274,000		14,274,000
Child Development Center Phase 2 (0207)	2,525,000		2,525,000
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000		1,100,000
Fire Academy Structure (0209)	791,375		791,375
Fire Program Facility (0210)	123,000		123,000
Health Occupations and Wellness Center (0211)	12,200,000		12,200,000
Humanities Complex Replacement (0212)	20,500,000		20,500,000
Learning Resource Center Addition (0213)	7,100,000		7,100,000
Manhattan Beach Blvd. Parking Structure (0214)	10,400,000		10,400,000
Remodeling Phase One (0215)	17,461,625	249,133	17,212,492
Remodeling Phase Two (0216)	8,715,875		8,715,875
Remodeling Phase Three (0217)	20,000,000		20,000,000
Reproduction and Publishing Center (0218)	668,000		668,000
Science Complex Renovation (0219)	3,986,000	2,709,334	1,276,666
Student Services and Activities Renovation (0220)	20,300,000		20,300,000
Temporary Space and Relocation Costs (0221)	2,000,000	45,750	1,954,250
Vocational Building and Manhattan Beach Blvd. Entry (0222)	11,500,000		11,500,000
Master Planning (to be reallocated in Jan. (0223)		984,309	(984,309)
Reserve for Contingencies (0299)	7,339,027		7,339,027
Total Additional Classrooms and Modernization	204,630,902	3,988,526	200,642,376
<u>Campus Site Improvements: Accessibility, Safety/Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	11,854	388,146
Emergency Generators and Distribution (0302)	1,400,000		1,400,000
Emergency Power to Security Lighting (0303)	175,000		175,000
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000		400,000
Fencing Replacement and Additions (0305)	375,000		375,000
Landscaping and Irrigation System Replacements (0306)	2,540,000		2,540,000
Lighting - Redondo Beach Blvd. (0307)	230,000		230,000
Lighting - Upgrade/Replace All Lots (0308)	2,500,000		2,500,000
Lot F Parking Structure Improvements (0309)	1,632,000		1,632,000

Lot H Parking Structure (0310)	10,400,000		10,400,000
Paving Replacement - All Walks and Driveways (0311)	2,187,000		2,187,000
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600		81,600
Security Video (0313)	180,000		180,000
Voice/Data/Signal Site Duct Bank (0314)	1,200,000		1,200,000
Reserve for Contingencies (0399)	4,734,548		4,734,548
Total Campus Site Improvements: Accessibility, Safety/Security	28,435,148	11,854	28,423,294
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase One (0401)	9,184,855		9,184,855
Energy Efficiency Improvements Phase Two (0402)	4,496,995		4,496,995
Reserve for Contingencies (0499)	3,137,248		3,137,248
Total Energy Efficiency Improvements	16,819,098	0	16,819,098
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	3,736,372		3,736,372
Art & Behavioral Sciences (0502)	5,046,800		5,046,800
Art North Wing (0503)	1,119,716		1,119,716
Auxiliary Warehouse (0504)	105,042		105,042
Campus Theatre (0505)	1,814,262		1,814,262
Chilled Water System (0506)	3,574,600		3,574,600
Communications (0507)	1,359,812		1,359,812
Construction Technology (0508)	1,140,822		1,140,822
Domestic Water System (0509)	2,488,800		2,488,800
Facilities and Receiving (0510)	1,046,150	29,251	1,016,899
Fire Alarm (0511)	286,700		286,700
Firelines (0512)	3,580,700		3,580,700
Hazardous Materials Abatement (0513)	2,400,000	4,150	2,395,850
Heating Water System (0514)	1,252,330		1,252,330
Library (0515)	2,326,540		2,326,540
Marsee Auditorium (0516)	5,225,992		5,225,992
Math & Computer Sciences (0517)	4,330,512		4,330,512
Music (0518)	2,832,840		2,832,840
Natural Gas System (0519)	341,600		341,600
North Gymnasium (0520)	2,145,126	182,628	1,962,498
Physical Education and Men's Shower (0521)	2,462,936		2,462,936
Planetarium (0522)	285,480		285,480
Pool and Health Center (0523)	2,018,573		2,018,573
Primary Electrical Distribution System (0524)	18,934,400	15,000	18,919,400
Reimbursements (0525)	1,800,000	1,456,353	343,647
Security Systems (0526)	1,363,350		1,363,350
Sewer System (0527)	1,964,200		1,964,200
Social Sciences (0528)	1,807,918		1,807,918
South Gymnasium (0529)	733,586		733,586
Storm Drain System (0530)	481,656		481,656
Technical Arts (0531)	1,891,976		1,891,976
Women's Shower and Locker (0532)	2,918,484		2,918,484
Reserve for Contingencies (0599)	1,190,001		1,190,001
Total Health and Safety Improvements	84,007,276	1,687,382	82,319,894
<u>Information Technology and Equipment (ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	0	579,077
Business (0602)	1,123,650		1,123,650
Facilities Planning and Services (0603)	1,818,724	65,977	752,949
Fine Arts (0604)	2,805,096	70,767	2,734,329
Health Sciences and Athletics (0605)	1,203,993	117,737	1,086,256

Humanities (0606)	607,033	123,356	488,677
Industry and Technology (0607)	1,771,641	105,534	1,666,107
Information Technology (0608)	14,557,510	345,795	14,361,354
Learning Resources (0609)	4,665,775		4,665,775
Math (0610)	688,661	3,133	685,528
Natural Sciences (0611)	3,002,285	20,336	2,981,949
Nursing (0612)	252,651		252,651
Student and Community Advancement (0613)	567,500	60,052	507,448
Phase II, III, IV Purchases (0697)	17,025,000		17,025,000
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,541,949		3,541,949
Total Information Technology and Equipment	58,674,739	912,687	57,762,052
<u>Physical Education Facilities Improvements (PEFI)</u>			
Baseball Field (0701)	1,091,800		1,091,800
North Field (0702)	481,600		481,600
Sand Volleyball Courts (0703)	12,300		12,300
Reserve for Contingencies (0799)	363,601		363,601
Total Physical Education Facilities Improvements	1,949,301		1,949,301
	\$394,516,464	\$6,600,449	\$387,916,015

C. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for December 3, 2003, at 8 a.m.

D. PUBLIC HEARING – EIR

The public hearing to receive comments for the Environmental Impact Report is scheduled for the December 15, 2003, regular meeting of the Board of Trustees.

II. APPROVAL

A. TRANSFER OF FUNDS TO GENERAL FUND-RESTRICTED

It is recommended that \$141,150 of monies in the 2003-04 General Obligation Bond Fund (42) be transferred to the General Restricted Fund (12) to meet the 2003-04 requirements to match the State funds, \$1/District to \$3/State, received for library materials/instructional equipment/technology.

B. BID AWARDS

1. BID 2003-01/VOICE MAIL SYSTEM

It is recommended that the following contractor be awarded the agreement for the campus voice mail system for the District in accordance with the specifications, terms, and conditions of the above named project.

<u>P.O.#</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Ameritel Inc. [4]	\$77,658.80 base bid not including optional items worth \$2000 plus tax.

Other Bidders: SBC \$ 120,461.06 [5].

“No-Bid” Responses: None

Non-Respondents: Qwest Inc.

The budget needed for this item was reported as \$60,000 on the equipment listing provided at the August 18, 2003, meeting. Approval of this purchase requires an increase in the budget allocation of \$17,660.

2. BID 2003-04/ART GALLERY LIGHTING PROJECT

It is recommended that the following contractor be awarded the agreement for labor and materials to replace the lighting in the Art Gallery in accordance with the specifications, terms, and conditions, of the above-named bid.

<u>P.O.#</u>	<u>Vendor</u>	<u>Bid Amount</u>
69038	Entertainment Lighting Services [5]	\$50,990.00 (includes tax, labor, materials, delivery)

Other Bidders: ElectroServ Co. \$64,800 [1]

LVH Entertainment Systems \$66,470 [2]

“No-Bid” Responses: 1- Angstrom Stage Lighting

Non-Respondents: Master K Electric Co.; Down’s Electric; George & Goldberg Design Assoc.; Unique Performance Construction; Pacific General Contractors

3. BID 2003-6/MACHINE SHOP EQUIPMENT

It is recommended that the Board approve award to Snap-On Industrial for the purchase of engine analyzers, scanning tools and battery testers for the automotive department of Industry and Technology. The authority for this purchase is made possible through the State of California Multiple Award Schedule, contract number 4-01-51-0001D. Total bid amount is \$68,832.84 including tax and delivery.

4. BID 2003-8/EMERGENCY CARE SIMULATORS

It is recommended that the following contractor be awarded the agreement for two Emergency Care Simulators for the Nursing Department in accordance with the specifications, terms, and conditions, of the above named bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
69040	Medical Education Technologies, Inc. [3]	\$100,000.00 (includes tax and delivery)*

*Laerdal Medical Corporation presented the lower bid. However, the system offered by Laerdal does not meet all of the minimum specification requirements of the Nursing Department. (Re: Memorandum dated October 27, 2003 from Katherine Townsend, Director of Nursing).

Other Bidders: Laerdal Medical Corporation \$85,450.00[4]

“No-Bid” Responses: 1

Non-Respondents: Simulab Corporation

-----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

III. RATIFICATION

A. PURCHASE ORDERS

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

Run Date
11/3/200

**El Camino Community College District
Measure "E" Purchase Order Listing
Meeting Date : 11-17-2003**

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
P0069043	Specialty Doors	Facilities and Receiv	Construction Material	\$4,141.80
P0069044	Crenshaw Lumber	Facilities and Receiv	Construction Material	\$243.42
P0069046	Virco Manufacturing Corp.	Industry & Technology	New Equip - Noninstruc	\$934.50
P0069047	Pacific Inspection Co.	Industry & Technology	New Equip - Noninstruc	\$35,057.50
P0069048	Haas Factory Outlet	Industry & Technology	New Equip - Noninstruc	\$26,848.47
P0069049	Wesco Machinery Group	Industry & Technology	New Equip - Noninstruc	\$39,296.80
P0069050	Corporate Express	Industry & Technology	New Equip - Noninstruc	\$3,396.24
P0069051	Aardvark Clay and Supplies	Fine Arts	New Equip - Noninstruc	\$25,777.00
P0069053	Specialty Doors	Facilities and Receiv	Construction Material	\$567.78
P0069055	Tomark Sports, Inc.	Health Sciences	New Equip - Noninstruc	\$3,737.60
P0069056	Virco Manufacturing Corp.	Math	New Equip - Noninstruc	\$3,132.87
P0069057	Mcmaster-Carr Supply Company	Facilities and Receiv	Construction Material	\$1,353.73
P0069058	Industrial Wholesale Electric	Facilities and Receiv	Construction Material	\$902.85
P0069059	Industrial Wholesale Electric	Facilities and Receiv	Construction Material	\$243.14
P0069060	Testequity	Natural Sciences	New Equip - Noninstruc	\$19,555.10
P0069061	Pasco Scientific	Natural Sciences	New Equip - Noninstruc	\$20,335.85
P0069062	Pacific Coast Office Products	Student & Community	New Equip - Noninstruc	\$459.83
P0069065	Boise Cascade	Business	New Equip - Noninstruc	\$373.46
P0069069	Dell Marketing L. P.	Humanities	New Equip - Noninstruc	\$121,586.40
P0069071	Michigan Instruments, Inc.	Health Sciences	New Equip - Noninstruc	\$8,480.50
P0069078	Seers Lumber Company, Inc.	Facilities and Receiv	Construction Material	\$193.64
P0069079	El Camino College Foundation	Acquisitions	Buildings	\$700,000.00
Total :		22		\$1,016,618.48
B0053282	SBC/	Behavioral/Social Sci	Replacement Equip - N	\$45,438.43
B0069033	Aqua Science Engineer	Hazardous Materials	Architecture & Engineering	\$16,000.00
B0069036	Harmon Nelson Design	Master Planning	Professional Services-Bon	\$24,700.00
Total :		3		\$86,138.43
Total POs and BPOs :		25		TOTAL :\$1,102,756.91

B. CHANGE ORDERS

None

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	1-4
A. Revised Police Position Classification and Specifications.....	4, 5-8
B. Volunteers.....	4

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified service employees as shown in items 1-18; 1-5 and 1-3.

Certificated Personnel:

1. Personal Leave of Absence (100%) – Mr. Jason Suarez, full-time instructor of History, effective February 17, 2004 through June 13, 2004.
2. Extend Medical Leave of Absence (100%) – Ms. Kathleen Murphy, full-time instructor of English, effective through June 13, 2004.
3. Change in Assignment – Ms. Christine Jeffries, full-time Counselor, to work 50% Counseling and 50% Faculty Coordinator, effective November 18, 2003 through June 30, 2004, in accordance with the Agreement Article VIII, Sections 16 (a-j).
4. Special Assignment – Mr. Allen Perlstein, part-time instructor of Liberal Studies, to serve as electronic portfolio coordinator for Teacher Education Program (TEP), to be paid \$49.05 an hour, not to exceed \$18,250, effective November 20, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
5. Special Assignment – Ms. Janet Young, full-time instructor of Childhood Education, to handle day-to-day operations of Teacher Education Program (TEP), CBEST information workshops, faculty development and DVD orientation project, to be paid \$49.05 an hour, not to exceed \$13,500, effective January 5 through February 13, 2004, in accordance with the Agreement, Article X, Section 14(a).
6. Special Assignment – Ms. Cheryl Kroll, full-time instructor of English, to counsel, design and write program brochure, DVD orientation, to be paid \$49.05 an hour, not to exceed \$13,500, effective January 5 through February 13, 2004, in accordance with the Agreement, Article X, Section 14(a).
7. Special Assignment – The following part-time instructors are to be hired as needed to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center, to be paid \$36.79 an hour, not to exceed 8 hours per week, effective July 1, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).

Vicki Blaho
David Cron
Joan Engelhaupt

Rita Fork
Sudeepa Gulati
Jenny Simon

Eric Takamine
Tamzen Whelan

8. Special Assignment – Ms. Peggy Kidwell-Udin, part-time instructor of Nursing, to team teach beginning classes in the nursing program, to be paid \$49.05 an hour, not to exceed \$2,000, in accordance with the Agreement, Article X, Section 9(m).
9. Special Assignment – Ms. Julia Feenstra, full-time instructor of Physical Education, to instruct beginning classes in the nursing program, to be paid \$49.05, an hour, not to exceed \$3,000, effective November 18, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 14(c).
10. Special Assignment – Ms. Kathy Stephens, full-time instructor of Nursing, to instruct beginning classes in the nursing program, to be paid \$49.05 an hour, not to exceed \$3,000, effective November 18, 2003 through June 30, 2004, in accordance with the Agreement, Article X, Section 14(c).

11. Special Assignment – Ms. Susanna Meiers, part-time/temporary instructor, (1) Art Gallery laboratory and curator to be paid \$43.41 an hour, not to exceed 24 hours a week for 16 weeks, effective February 17 through June 13, 2004; and (2) Art Gallery curator and curriculum preparations, to be paid \$43.41 an hour, not to exceed 24 hours a week, effective January 26 through February 6 and June 14 through June 18, 2004, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – Mr. Michael Miller, part-time/temporary instructor, (1) Art Gallery student lab and installations, to be paid \$43.41 an hour for 8 hours a week for 16 weeks, effective February 1 through June 13, 2004 and (2) Art Gallery installations and curriculum preparations, to be paid \$43.41 an hour, not to exceed 24 hours a week from January 26 through February 6 and June 14 through June 18, 2004, in accordance with the Agreement, Article X, Section 9(m).
13. Special Assignment – Ms. Pamela Santleman and Ms. Moonea Choi, part-time instructors of Dance, to choreograph Fall Dance, effective October 1 through December 7, 2003, to be paid \$500, in accordance with the Agreement, Article X, Section 9(m).
14. Special Assignment – Mr. Daniel Berney, full-time instructor of Dance, to choreograph Fall Dance, effective October 1 through December 7, 2003, to be paid \$400, in accordance with the Agreement, Article X, Section 14 (c).
15. Stipend Assignment – Ms. Suzanne Herschenhorn, full-time instructor of English as a Second Language (ESL), to prepare and conduct a Staff Development workshop for El Camino employees, to be paid \$250.00, effective November 12, 2003, in accordance with the Agreement, Article X, Section 14(a).
16. Stipend Assignment – Ms. Maria Jacque, full-time instructor of Fine Arts, to be paid \$150 for playing flute at the South Bay Children’s Choir Winter Concert,

November 17, 2003

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effective December 13, 2003, in accordance with the Agreement, Article X, Section 14(a).

17. Stipend Assignment – Ms. Maria Brown, full-time instructor of History, to be paid \$500 for a history lecture to be presented March 21, 2004, in accordance with the Agreement, Article X, Section 14(a).
18. Employment – The following part-time/temporary instructor to be hired as needed for the 2003 Fall semester.

Industry & Technology
Roger Bombassei

Classified Personnel:

1. Change in Assignment – Ms. Elizabeth Cholico, Clerical Assistant, Range 20, Step C, from Small Business Development Center, Student and Community Advancement Area, to International Student Program/Enrollment Services Division, Counseling and Student Services Area, effective November 18, 2003.
2. Change in Classification – Ms. Eleni Arzoian from Cosmetology Attendant (80%) to Cosmetology Assistant, Range 19, Step E, Industry & Technology Division, Academic Affairs Area, effective October 21, 2003.
3. Change in Classification – Ms. Katherine Conley from Cosmetology Attendant (75%) to Cosmetology Assistant Range 19, Step E, Industry & Technology Division, Academic Affairs Area, effective October 21, 2003.
4. Change in Classification – Mr. Robert Kang from Police Parking Services Technician, to Police Services Technician, Range 25, Step E, Campus Police Division, Administrative Services Area, effective November 18, 2003.
5. Change in Classification – Ms. Lilia Velez, Duplications Clerk to Reprographics Operator, Range 17, Step E, Public Information Division, President's Office, effective October 21, 2003.

Temporary Classified Service Employees:

1. Extend Employment - Mr. Jason Haddix, 50% Help Desk Consultant, Range 30, Step A, Information Technology Services, Administrative Services Area, to work three days, 24 hours per week, effective January 1 through June 30, 2004, to assist users via phone and electronic mail with hardware and software operation issues.
2. Extend Employment - Ms. Jane Richmond, 40% Senior Clerical Assistant, Range 24, Step A, Staff Development/Human Resources Division, Administrative

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3. Services Area, two days per week, 8:30 a.m. to 5:00 p.m., effective December 1, 2003 through June 30, 2004, to provide assistance for the computer training program.
4. Extend Employment - Mr. Takeshi Tokiko, 50% Information Systems Technical Specialist, Range 37, Step A, Information Technology Services, Administrative Services Area, to work three days, 24 hours per week, effective January 1 through June 30, 2004, assisting users with system problems, provide personal computer software support, train and provide technical assistance to users, and integrate personal computer and mainframe operating system software.

B. REVISED POLICE POSITION CLASSIFICATION AND SPECIFICATIONS

It is recommended that the Board revise the classification specifications for the following position:

Police Parking Services Technician to Police Services Technician as shown on pages 5-8.

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:

Shannon Barnes
James Craig
Bernard James
Steven Loudermilk

Tracey Miller
Kimberlie Oatts
Charles Shaffer
Joyce Stern

Valerie Tucker
Adolfo Vivas
Kevin Wibberley

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: POLICE SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief of Police, and under the immediate supervision of a Police Sergeant or other assigned person, perform a wide variety of duties in support of the Campus Police Department; participate in and oversee the day-to-day activities and services of the Parking Services Office including services and functions related to parking citations, LiveScan fingerprinting, District keys and lost and found; and supervise and assign work to student workers.

REPRESENTATIVE DUTIES:

Perform a wide variety of responsible duties in support of the Campus Police Department; perform a range of administrative, technical, and clerical functions in support of effective operations.

Under the direction of a Police Sergeant, organize the day-to-day activities of the Parking Services Office to ensure efficient and effective office operations; participate in and oversee the day-to-day activities and services including services and functions related to parking citations, LiveScan fingerprinting, District keys, and lost and found.

Review documents and explain rules and regulations including those related to parking policies and enforcement.

Answer telephone calls; screen and direct calls and visitors to appropriate personnel; take and relay messages.

Respond to inquiries and requests for information from students, staff, the general public, and outside agencies regarding procedures and regulations related to assigned areas of responsibility including parking citations, lost and found items, distribution of District keys and LiveScan fingerprinting.

Maintain a variety of records related to assigned areas of responsibility including parking citations, lost and found items, District keys, and LiveScan fingerprinting; maintain confidentiality of information.

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Compile information and prepare reports as requested related to the assigned functions of the office; duplicate and distribute materials as required by the supervisor.

Verify data for accuracy, completeness, and compliance with established procedures; input and retrieve data in computer systems.

Type, record and file a variety of records, reports and materials including memos, letters, and parking citations.

Supervise and assign tasks to student workers including those involved in the LiveScan fingerprinting program and those providing office support and customer service related to assigned functional areas; monitor and provide quality control of data entries and system updates related to assigned functions; monitor productivity of assigned workers.

Oversee the lost and found function; store found items; assist in locating owners of found items.

Operate a variety of office equipment including computer systems, typewriter, word processor, parking citation units, calculator and copier.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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Police Services Technician – Continued

Page 3

Organization and objective of assigned functions and service areas of the Campus Police Department.

Modern office practices, procedures and equipment.

Principles and practices used to establish and maintain files and information retrieval systems.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Basic principles of lead supervision and training.

Applicable Federal, State and institutional regulations, requirements, and procedural guidelines pertaining to areas of assignment including applicable sections of the State of California Vehicle Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Conflict resolution principles and practices.

Receptionist and telephone techniques and etiquette.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

ABILITY TO:

Participate in and oversee the day-to-day activities and services of the Parking Services Office including services and functions related to parking citations, LiveScan fingerprinting, District keys, and lost and found with speed and accuracy.

Learn, apply and explain applicable administrative and departmental rules, regulations, policies and procedures.

Respond to requests and inquiries from the general public.

Make arithmetic calculations quickly and accurately.

Type at 40 net words per minute from clear copy.

Perform computer data entry, storage and retrieval.

Perform a variety of general administrative, technical and clerical duties involving the use of independent judgment and personal initiative.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Compile data, maintain records and files and participate in the preparation of administrative or technical reports.

Work independently in the absence of supervision.

Plan and organize work to meet changing priorities and deadlines.

Meet critical deadlines while working with frequent interruptions.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Follow oral and written direction.

Communicate clearly and concisely, both orally and in writing.

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Police Services Technician – Continued

Page 4

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the completion of the 12th grade including or supplemented by courses in office practices and two years of clerical experience

involving contact with the public or any combination of training, education, and experience that would provide the desired knowledge and ability to carry out successfully the assignments of the position.

WORKING CONDITIONS:

Office setting.

Subject to frequent interruptions.

Dexterity of hands and fingers to operate various office equipment.

Hear and speak to exchange information on the telephone or in person.

See to prepare, sort, and file documents.

Stand and sit for extended periods of time.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Classified Salary – Range 25

Revised: September, 2003

Board approved: November 17, 2003

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. 2003 Board of Trustee Goals and EvaluationPage 1

EL CAMINO COLLEGE
Agenda for the El Camino Community College District Board of Trustees Meeting

2003 Board of Trustee Goals and Evaluation

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

- I. Effect implementation of the November 5, 2002 Measure E successful bond election.
 - A. Authorize issuance of bond.
 - B. Select Oversight Committee members.
 - C. Update College Facilities Master Plan.
 - D. Implement construction program.

- II. Participate in community activities and events and bring observations to the Board for policy issues.
 - . Attend events in the community.
 - . Speak to community groups.
 - . Make Board presentations.
 - . Bring copies of community events and activities to other Board members.

- III. Participate in the operation of the College at Board Meetings.
 - . Speak freely and openly on policy issues.
 - . Solicit opinions of fellow board members.
 - . Present ideas during discussion section of Board Meetings.

- IV. Continue a Trustee education program.
 - A. Attend a conference on Trustee responsibility.
 - B. Submit materials from various sources to fellow Trustees.
 - C. Read Trustee education materials send by various organizations.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2003**

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Priorities and Planning	LH, BH		BB, NJ		
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
1. All members of the Board have a clear understanding of the vision of the college.	LH	BB, NJ, BH			
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	LH	BB, BH	NJ		
Board and Chief Executive Officer Relations	LH	BB, NJ, BH			
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.	LH	BB, NJ, BH			
3. Trustees keep the CEO well informed of contacts with the community.	LH, BH	BB	NJ		
4. Trustees keep the CEO well informed of contacts with college employees.	LH	BB, NJ, BH			
Board and College Relations	BB, LH	NJ, BH			
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.	LH	BB, BH	NJ		
3. Trustees are knowledgeable about the mission of the college.	LH	BB, NJ, BH			
4. The Board is sensitive to the concerns of students.	BB, LH, BH	NJ			
5. The Board is sensitive to the concerns of employees.	BB, LH, BH	NJ			
6. The Board supports the college by attending various events.	LH	BB, BH			NJ
Board and Community Relations	BB, LH	NJ, BH			
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.	BB, LH, BH		NJ		
3. Trustees use their community ties to promote a positive image of the college	LH, BH	BB, NJ			

<p style="text-align: center;">Board Agendas</p> <p>1. The Board Agendas always focus on policy issues.</p>	LH, BH		BB, NJ		
<p>2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.</p>	NJ, LH	BB, BH			
<p>3. The Board Agendas are organized logically which facilitates efficient use of time.</p>	BB, LH, BH	NJ			

	Strongly Agree	Agree	Disagree	Strongly Disagree
Board Organization and Dynamics				
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.	NJ, LH	BB, BH		
2. The roles of the Board officers are conscientiously implemented.	LH	BB, NJ		
3. All public meetings of the Board are conducted in compliance with the Brown Act.	BB, LH, BH	NJ		
Board Decision-Making Processes				
1. Trustees demonstrate respect for the opinions of others at Board meetings.	BB, NJ, LH, BH			
2. Board meetings are structured to assure that all relevant information is considered before making a decision.	BB, LH, BH	NJ		
3. Board members are provided with adequate information needed to fully understand the issues.	LH, BH	BB, NJ,		
Trustee Development and Education				
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.		BB, NJ, BH		
2. Board members have a thorough understanding of the district's mission and goals.	LH	BB, BH	NJ	
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.	LH, BH	BB	NJ	
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	LH	BB, NJ, BH		
5. Information about important issues is readily shared among Board members.	LH, BH	BB, NJ		
Board Goals				
1. The Board prepares an annual set of written goals and objectives.	LH, BH		BB, NJ	
2. The annual objectives of the Board are measurable	LH	BH	BB	
3. The Board has a set of clearly defined performance standards.	LH	BH	BB	NJ
4. The Board's goals and objectives are clearly communicated to the college community.	LH	BB, BH		NJ
Board Evaluation				
1. The Board systematically identifies and reports its accomplishments.	LH	BB		NJ
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.	LH	BB, NJ, BH		
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.	LH, BH	BB		