

Agenda, Monday, December 9, 2002
8:30 a.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 18, 2002**
- III. Presentations - (none)**
- IV. Organizational Meeting**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1 - 7
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1- 6
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 18
See Human Resources Agenda, Pages 1 – 93
 - E. Superintendent/President
See Superintendent/President Agenda,
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- VI. Informational Item**
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
 - A. Board of Trustees Report
 - B. President’s Report
 - C. Academic Senate Report

EL CAMINO COMMUNITY COLLEGE DISTRICT
Annual Organizational Meeting – December 9, 2002

Election of Officers for Period December 9, 2002 through Annual Organizational Meeting in December, 2003

It is recommended that the Board elect officers for the period December 9, 2002, through Annual Organizational Meeting in December, 2003.

Secretary to the Board for Period December 9, 2002 through Annual Organizational Meeting in December, 2003

Thomas M. Fallo to be appointed Secretary to the Board for the period December 9, 2002, through Annual Organizational Meeting in December, 2003.

Time, Date and Place of Board Meetings

The Board will hold its regular meetings on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2003 are as follows:

Tuesday, January 21, 2003	Monday, July 21, 2003
Tuesday, February 18, 2003	Monday, August 18, 2003
Monday, March 17, 2003	Monday, September 8, 2003
Monday, April 21, 2003	Monday, October 20, 2003
Monday, May 19, 2003	Monday, November 17, 2003
Monday, June 16, 2003	Monday, December 15, 2003

Order of Administrative Authority in Absence of Superintendent/President

A Vice President is to be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 9, 2002, through Annual Organizational Meeting in December, 2003:

Victor Hanson, Nadine Hata, Patricia Caldwell

Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 9, 2002, through the Annual Organizational Meeting in

December, 2003, the Vice Presidents will serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Victor Hanson, Nadine Hata, Patricia Caldwell

Documents Authorized for Signature of Superintendent

The Acting Superintendent is to be permitted to sign documents authorized for signature of the Superintendent in the absence from the College during the period from December 9, 2002, through Annual Organizational Meeting in December, 2003.

Los Angeles County Committee on School District Organization

The Board is to appoint a representative to the Los Angeles County Committee on School District Organization.

Signature Authorization

It is recommended that the Board authorize signatures as follows:

Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Acting Accounting Officer; and Estella Lee, Accounting Officer, to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to be authorized to sign contracts during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, and all Associated Student funds during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services, Patricia Caldwell, Vice President – Student and Community Advancement; Lynda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for the bookstore fund during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, be authorized to sign contract change orders during the period of December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Marcy M. Wade, Director of Human Resources; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Acting Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Cafeteria Funds

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Cafeteria funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, two signatures required.

Trust Funds

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, two signatures required.

Associated Students Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, any two signatures required.

Bookstore Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, any two signatures required.

El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, two signatures required.

Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 9, 2002, through Annual Organizational Meeting December, 2003, two signatures required.

National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, any two signatures required.

Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Acting Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, one signature only being required.

El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 9, 2002, through Annual Organizational Meeting in December, 2003, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Manager; Tami Oh, Claims Supervisor; and Tim Keenan, Senior Vice President.

Organizational Meeting Background

The meeting is called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the election of a president, vice president, and secretary from the members of the Board, and any other officers desired; to set the time

and place of Board Meetings; establish the order of authority of chief administrative officers in the absence of the Superintendent/President; to approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes; to sign contracts; to authorize signatures for withdrawal of funds from various accounts; and to select a Board Member as a representative who shall have a vote in electing members of the County Committee on School District Organization. In addition, it is called as a regular meeting.

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

Page No.

A. Proposed Curriculum Changes – Effective 2003/2004 Academic Year..... 1

A. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2003-2004 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2003-2004 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

INACTIVATE COURSES

1. History 13 – Economic History of the United States
2. History 13L – Economic History of the United States: Lecture, Film, and Events Laboratory
3. History 34 – History of American Foreign Relations
4. Political Science 21 – Labor in American Politics

CHANGE IN DESCRIPTIVE TITLE; COURSE REVIEW

Current Status/Proposed Change

1. Anthropology 2 – **Introduction to** Cultural Anthropology

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

Current Status/Proposed Change

1. Anthropology 3 – Introduction to Archaeology ~~and Prehistory~~
~~The objectives and methods of modern archaeology as a specialized anthropological study.~~
Cultural This course is a survey of the history, as revealed by ideas, issues, and research methodologies within the field of archaeology. Students will be introduced to basic techniques of archaeological investigations in the Old and New World data analysis.

Current Status/Proposed Change

2. Anthropology 6 – ~~Indians~~ Native Peoples of North America
~~Origins, physical~~ This course is designed to provide an understanding of the origins, culture areas, and culture characteristics, and traditional socio-cultural patterns of native Americans peoples north of Mexico. ~~Basic themes in Indian-White relations and Indian~~ Topics include the prehistory of these aboriginal New World populations, cultural change, emphasis on contemporary conditions, especially in Los Angeles and other urban areas adaptations to various environments, and interactions with non-natives during and following the period of European expansionism.

CHANGES IN CSU GENERAL EDUCATION REQUIREMENT, INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) REQUIREMENT; COURSE REVIEW

1. Child Development 3 – Child Development
CSU General Education Requirement – Area D.7.
IGETC General Education Requirement – Area 4.

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; CSU GENERAL EDUCATION REQUIREMENT; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. History 8 – History and Geography of California
CSU General Education Requirement – Area D.6.
~~Survey~~ This course is a survey of the history and geography of California with an emphasis on the geographical, political, socio-economic and cultural development of the state and the culture of Native Americans. The role of ethnic minorities and women from pre-European times to the present will also be discussed.

CHANGE IN MAJORS

1. American Studies

Current Status/Proposed Change

Four courses from the following: American Studies 1, 4, 5, 7; History 6, English 40; plus three courses from: Anthropology 6, English 40A, 40B, 42, 43, 44; History 1A, 1B, 8, 9, 13, 16A, 16B, 17, 18A, 18B, 32; Music 13; Political Science 1, 5, 16; Sociology 4
Total Units: 21

2. Economics

Current Status/Proposed Change

Economics 1, 2, English 1A, History 3, 4, Mathematics 150; courses to satisfy the Social Science requirements. Mathematics through calculus is strongly recommended. 160 and 161 or 190 and 191; choose two courses from the following: History 1A, 1B, 3, 4, Political Science 1
Total Units: 16 23-25

3. History

Current Status/Proposed Change

History 1A, 1B, 3, 4; plus three courses from: History 5A, 5B, 6, 8, 9, 10A, 10B, 11, 12, 13, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 30, 32, 34; Political Science 1, 2, 3, 5, 6
Total Units: 21

4. Philosophy

Current Status/Proposed Change

Philosophy 5, 8, 10, 11; one course from: Philosophy 2, 3, 7, 23; ~~8-units~~ three courses from at least two of the following groups:

1. Art 1, ~~2~~, 3, 4, Music 11, ~~15A, 15B~~
2. History 3, 4,
3. ~~Literature~~ English 23, 31, 35, 36
4. Mathematics 40 or 41B, 60, 120

Total Units: ~~20~~ 21-23

5. Sociology

Current Status/Proposed Change

Anthropology 2, ~~Psychology 5~~, Sociology 4, 5, and Sociology 9 or Mathematics 150; plus two courses from: Sociology 2, 15, Philosophy (~~courses unspecified~~) 2, 3, 5, 8, Psychology 5, 7, 10, 12, 16, or Anthropology 4 9

Total Units: ~~22~~ 19

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSE

1. Physical Education 405abcd – Adaptive Aqua Aerobics

CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Nursing 60A – Beginning Nursing Process and Skills I

Current Status/Proposed Change

Prerequisite: Nursing 49 and Physiology 31 with a minimum grade of C in prerequisite; Physical Education 201 with a minimum grade of C or concurrent enrollment

Corequisite: ~~Nursing 66A~~ None

Enrollment Limitation: admission to the Nursing Program

2. Nursing 66A – Introduction to Nursing Pharmacology

Current Status/Proposed Change

Corequisite: ~~Nursing 60A~~ None

Enrollment Limitation: admission to the Nursing Program

CHANGES IN DESCRIPTIVE TITLE, LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Physical Education 277 – Introduction to Kinesiology and Orientation to Physical Education and Health Education

Lecture: 2 3 hours Lab: 2 0 hours Faculty Load: 23.333 20%

~~Provides prospective health and~~ This course introduces the academic disciplines of kinesiology and physical education majors with an orientation to these professions through participation in a wide variety of games and activities. ~~Includes arranged community laboratory experience through assignments to local school districts.~~ examination of their historical, professional, and philosophical foundations. Specialties such as exercise science, biomechanics, athletic training, fitness, teaching, coaching, sport psychology, and adapted physical education will be surveyed for their scope and career options.

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

1. Physical Education 402abcd – ~~Adaptive~~ Adapted Swimming and Hydroexercise

Current Status/Proposed Change

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

~~Course~~ This course is designed to meet the needs of students with disabilities, who require restricted or modified activities. ~~Class will enable students to~~ Students will learn or improve basic swimming and water safety skills and/or participate in personalized. Individualized hydroexercise programs, will be performed by students with instructor covering the basic Water safety skills, elements of physical fitness, and training principles coupled with the effects of in the water utilizing buoyancy and hydrodynamic resistance will be included.

Note: This course is designed for students with disabilities.

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 407abcd – Adapted Sports and Games

Current Status/Proposed Change

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

~~The adapted sports and games~~ This course is designed to develop students' gross motor skills and to facilitate their participation in life-long activities enhancing improved fitness, self-esteem, and social interaction. ~~The main focus of the class is skill development.~~ Activities meet the needs of students with disabilities. Activities will include, but are not limited to bowling, land hockey, and modified softball. Fitness, rules, and over-the-line baseball, and bocce ball with a brief historical foundation. Participation will enhance gross motor skills, fitness, self-esteem and social interaction. Rules, etiquette, game strategy, and sportsmanship will also be discussed.

Note: This course is designed for students with disabilities.

Note: Students must obtain their own transportation to and from Gable House Bowl, and must be willing to pay \$2.20 a fee per line of bowling, which includes rental of shoes and bowling ball.

CHANGE IN LECTURE/LAB HOURS

1. Surgical Technology 121 – Application of Operating Room Techniques
Current Status/Proposed Change
~~30 hours lab (9 weeks course)~~ 15 hours lab (18 weeks course) to be arranged
2. Surgical Technology 140 – Practicum: Surgical Specialties
Current Status/Proposed Change
~~36 hours lab (9 weeks course)~~ 18 hours lab (18 weeks course) to be arranged
3. Surgical Technology 141 – Advanced Practicum: Selected Sub-Specialties
Current Status/Proposed Change
~~30 hours lab (9 weeks course)~~ 15 hours lab (18 weeks course) to be arranged

CHANGE IN MAJOR

1. Recreation
Current Status/Proposed Change
First Aid 1, Physical Education 217, Recreation 207, 217, 307; plus 7-9 units from the following: Anatomy 30, Art 21ab, Child Development 3, First Aid 1, Journalism 1 or 2, Music 4, 7, Physical Education 242abcd*, 243abcd*, Psychology 5, Sign Language/Interpreter Training 15, Speech Communication 1 or 3, Theatre 1 (*one semester of)
Total Units: ~~20~~ 21-23

CHANGE IN PROGRAM PREREQUISITE

1. Nursing
Current Status/Proposed Change
Complete Mathematics 40 or 41B or higher level Mathematics course or pass the Mathematics Competency examination and assessment Test.

NEW COURSES

1. Physical Education 270 – Fitness and Sports Nutrition
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English A or English 2R
Credit, degree applicable; Transfer CSU
This course examines nutritional and dietary requirements of actively exercising

adults and those engaged in competitive sports. The course emphasizes the study of optimal nutritional regimens for improved fitness and performance, the role of supplements as ergogenic aids, and the integration of diet and exercise in achieving goal body weight and composition.

2. Physical Education 295 – Cardiopulmonary Exercise Testing

Units: 3 Lecture: 2 hours Lab: 3 hours Faculty Load: 28.333%

Recommended Preparation: Anatomy 30; eligibility for English A or English 2R Credit, degree applicable; Transfer CSU

This course is designed for the respiratory care student, practicing respiratory therapist, personal fitness trainer, or anyone interested in cardiopulmonary exercise testing. Course content includes purposes and applications of cardiopulmonary exercise testing, instrumentation, testing methods, physiological responses to exercise, and data integration and analysis.

NATURAL SCIENCES DIVISION

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

1. Geology 1 – Physical Geology

~~An~~ This course provides an introduction to the materials, structures, and processes ~~at work on~~ that shape the earth. ~~It~~ The course includes a survey of minerals and rocks, a study of plate tectonics and the forces that create volcanism and earthquakes, and a study of topographic features created by streams, landslides, ground water, glaciers, wind, and ocean waves.

Note: 4 units of laboratory science credit will be granted with concurrent or subsequent enrollment in ~~Geology 3 or 30 or 32~~ a geology laboratory course.

COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Oceanography 10 – Introduction to Oceanography

CHANGE IN MAJOR

1. Physical Science

One of the following year course sequences: Chemistry 1A-1B, ~~or~~ Physics 1A-1B, ~~or~~ Physics 2A-2B, ~~or~~ Physics 3A-3B; ~~Additional courses to total 20 units from: an~~ additional 10-13 units from the following courses for a minimum of 20 units: Astronomy 9, 10, 12, Chemistry 4, 7A, 7B; ~~one~~ Computer Science ~~course from~~ Computer Science 1, ~~or~~ 2, 5, 7, 10, 15P, 25, 30, 35, 40, Geology 1, 2, 3, 4, 15, Mathematics 140 or 150, 180, 190, 191, 220, 270, Physics 1C, 1D

Total Units: 20

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Academic Affairs – Page 6

NEW COURSE

1. **Physical Science 25 – Physical Science for Prospective Elementary School Teachers**

Units: 3 Lecture: 2 hours Lab: 4 hours Faculty Load: 33.333%

Recommended Preparation: eligibility for English 2R

Credit, degree applicable; Transfer CSU

The course provides a step-by-step introduction to the physical sciences through the study of simple physical systems including properties of matter, temperature, heat, light and color, magnetism, electricity, and visual astronomy. Drawing from their own observations, students will develop concepts and construct models that can predict outcomes of experiments. Physical Science 25 is designed for students preparing to teach at the elementary and middle school levels.

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 5550 – Speech: Time, Place and Manner Second Reading and Adoption.....	1, 6

A. DESTRUCTION OF RECORDS

It is recommended that the Board approve the destruction of Class III-Disposable Records for fiscal years 1983-1999. The Career Placement records have been maintained for the required retention period. Records to be destroyed include:

Employer order forms, job data cards, student application forms, purchase orders/invoices, and periodic reports

B. BOARD POLICY 5055 – ENROLLMENT PRIORITIES – First Reading

It is recommended that the Board receive for First Reading Board Policy 5055 – Student Enrollment Priorities as shown on page 2.

C. BOARD POLICY 5300 – STUDENT EQUITY – First Reading

It is recommended that the Board receive for First Reading Board Policy 5300 – Student Equity as shown on page 3.

D. REVISED BOARD POLICY 5500 – STANDARDS OF STUDENT CONDUCT – First Reading

It is recommended that the Board receive for First Reading Board Policy 5500 – Standards of Student Conduct as shown on pages 4-5.

E. BOARD POLICY 5550 – SPEECH: TIME, PLACE AND MANNER – SECOND READING AND ADOPTION (May 20, 2002)

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5550 – Speech: Time, Place and Manner as shown on page 6.

All courses shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or subject to other restrictions established by the District.

Procedures shall be established defining enrollment priorities, limitations, restrictions, and processes for student challenge, which shall comply with Title 5 regulations.

Reference:

Title 5, Sections 58106; 51801

All students who can benefit from the education programs and services at El Camino College, regardless of educational background and skills or ethnic or cultural heritage, should be provided the necessary services and support to achieve their educational goals. Accordingly, the El Camino Community College District Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President or designee shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Reference:

Education Code Sections 66030; 66250, et seq.; 72010 et seq.
Title 5, Section 54220

General Policy

The El Camino College faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. Conduct at El Camino College must conform to the laws of the state of California, District policies, and campus rules and regulations. The Superintendent/President or designee shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. Standards will apply to all students on campus, on other college property or while attending any college-sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions may be taken against any person who engages in behavior defined as misconduct as listed in Parts A and B.

A. Misconduct for which College Police shall be notified.

1. Possession or use of any weapon, firearm or explosives.
2. Possession or use of alcoholic beverages on college property or at any college-sponsored event except where allowed as noted in Section 25608 of the Business and Professions Code.
3. The use, sale, or possession on campus of, or presence on campus under the influence of any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
4. Disruptive behavior, willful disobedience, profanity or vulgarity, or defiance of the authority of, or abuse of, college personnel or anyone on campus or District facilities.
5. Willful misconduct, which results in injury or death to a student or college personnel.
6. Assault, battery, sex crimes including sexual assault or rape, or any threat of force or violence upon a student or college personnel.
7. Unauthorized entry to or use of college facilities, equipment or supplies.
8. Theft or deliberate damage to property of a college staff member, a student, or a visitor to the college.
9. Defacing or damaging any college real or personal property.

B. Misconduct for which College Police may be notified if, in the judgment of the reporting person or a student disciplinary administrator, the safety and well-being of the college is at stake.

1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College or any of its programs or services.

2. Forgery, alteration, or misuse of college documents, records, or identification.
3. Violation of college policies or off-campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.
4. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
5. Participation in hazing or commitment of any act that tends to injure, degrade or disgrace a student or college personnel.
6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios, and roller skates, or verbal behavior which interferes with teaching, counseling, or office functions.
7. Failure to comply with the directions of or provide identification upon request to campus police or college personnel acting within the scope of their duties.
8. Smoking in any area where prohibited by law or by regulation of the Governing Board.
9. The commission of any act constituting a crime under California law, on the campus or at a college-sponsored event.
10. Leaving a field trip or Study Abroad program without notifying the appropriate college official.
11. Persistent misconduct not otherwise listed in this policy.
12. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

The Superintendent/President shall have the authority to extend the lists in articles A and B by posting them widely on campus or through generally available electronic means. Such additions shall expire in 90 days unless the Board of Trustees amends this policy to adopt them.

Reference:

Education Code 66300

El Camino College

Policy 5500

Adopted:

Replaces Board Policy 5138

December 9, 2002

Student and Community Advancement - 5

The El Camino Community College campus ~~is not for~~ welcomes and supports the open and free exchange of ideas and philosophies in a civil and respectful manner consistent with constitutional principals rooted in the First Amendment. ~~Public forums, except for those areas designated as Free Speech Areas, which are limited public forums.~~ In order to maintain a reflective and productive academic and social environment, the Superintendent/President shall enact administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums. ~~While El Camino College is a non-public forum, Free Speech Areas have been designated as limited forums.~~ The administrative procedures shall ~~not prohibit~~ allow the right of students and non-students to exercise free expression including, but not limited to, the use of bulletin boards designated for such use.

The distribution of printed materials or petitions in those parts of the College designated as Free Speech Areas, and the wearing of buttons, badges, or other insignia shall ~~not be prohibited~~ permitted on campus.

~~Students and non-students shall be free to exercise their rights of free expression, subject to the requirements of this policy.~~

Equal access and equal opportunity shall be provided to all racial, religious, political, and social groups.

Prohibited speech on campus includes, but is not limited to, speech that is defamatory or obscene according to current legal standards, or which so incites others as to create a clear and present danger or the commission of unlawful acts on District property shall be prohibited. ~~and/or~~ the violation of District policies and procedures or the substantial disruption of the orderly operation of the District is also prohibited.

~~Nothing in this policy shall prohibit~~ The regulation of hate speech is permissible so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2, Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate speech unless such speech is constitutionally protected.

Reference:

United States Constitution, Amendment 1
California Constitution, Article 1, Section 2
Education Code Section 76120

El Camino College

Adopted:

December 9, 2002

Student and Community Advancement – 6

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

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A. Contracts Valued at \$50,000 or Higher	1
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E. Contract-Change Order	2
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A. CONTRACTS VALUED AT \$50,000 OR HIGHER

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

State of California Employment Training Panel (ETP) – This contract is for the provision of training courses to include training up to 300 company employees in production techniques, statistical process control, continuous improvement, management skills, and office automation through the ECC CACT. Dates: October 3, 2002 – October 2, 2004. Projected Income: \$260,000; Estimated Cost: \$122,200; Projected Net: \$137,800.

B. BID 2002-05/NATURAL SCIENCES – HAZARDOUS WASTE REMOVAL

It is recommended that the following contractor be awarded the agreement for phase II of the hazardous waste removal at the Natural Sciences Building in accordance with the specifications, terms, and conditions, of the above named bid.

<u>P.O.#</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Tri-Span Inc. [1]	\$135,600.00* Includes all labor, materials, and taxes to complete phase II
Other bidders:	CST Environmental Inc. Karcher Environmental	

*The agreement for phase II of this project was originally awarded to the contractor TEG/LVI Environmental Services Inc. on the October 2002 board agenda, at a bid price of \$83,000.00. The contractor requested to be released from the award citing that they had failed to realize that the original bid language stated that the “district reserves the right to make multiple awards” and the fact that they had allocated their overhead and material costs into the phase I pricing. As a result, they did not carry sufficient funds in their phase II pricing for those elements. The District will make an award to the next low bidder for phase II of this bid, Tri-Span Inc.

C. BID 2002-09/WATER MAIN REPLACEMENT – PHASE II

It is recommended that the following contractor be awarded the agreement for labor and materials to provide the water main replacement – phase II in accordance with the specifications, terms, and conditions of the above named bid.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Atlas-Allied Inc.	\$198,202.00 *

*The apparent low bidder was West-Star Construction Inc. However, the recommendation is to make the award to Atlas-Allied Inc. for the following reason.

West-Star Construction does not currently possess the required C-34 (pipeline) or C-36 (plumbing) licenses. The District cannot conduct reference checks with the California State Contractors License Board for this type of work, for this contractor.

Other Bidders: West-Star Construction Inc.[2], [3] \$196,000.00; Zondiros Corporation [4] \$228,000.00.

“No Bid” Responses: None

Non-Respondents: The Baker Construction Co., Cody Engineering, Colich and Sons, Ellison Pipeline, Engineers Plumbing, Inc., International Pipeline and Mechanical, Kennedy Pipeline Co., L.D.M Pipeline Inc., Mike Bubalo Construction, PAPAC Construction Inc., S.O.S. Engineering, TDW Services Inc., Tomavich & Associates, Wilpac Plumbing

D. BID 2002-10/CHILD DEVELOPMENT FOOD SERVICES

It is recommended that the above-titled bid for food products and services be awarded to the vendor listed below, in accordance with all specifications, terms, conditions and addenda issued of Bid 2002-10/Child Development Food Services. Bid pricing shall remain in effect, as bid, from January 1, 2003 through February 1, 2003, with month-to-month renewal options for a period of five (5) years ending January 1, 2008.

<u>P.O. #</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Sysco L.A. [5]	\$36,000.00 (estimated annual expenses)

No Response: U.S. Foods Service; Goldberg & Solovy

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

E. CONTRACTS - CHANGE ORDER

Best Roofing Inc. Cost: \$988.72
El Camino College: Math and Computer Science Roofing
Account: 41-55130-00-710000-9046
11-20-02
Contract Coordinator: Janet Clarke
#1/Furnish and install three custom fabricated sheet metal equipment platform covers for the MCS roof.

F. REPLACEMENT OF BOARD POLICY

It is recommended that the Board accept deletion of the following Board Policy #4350 (Child Development Center (CDC) Teacher Guidelines), which is to be replaced with the Agreement between the El Camino College District and the CDC (copy in the Human Resources section), effective July1, 2003.

This page left intentionally blank: Board Policy 4350-Child Development Center (CDC) Teacher Guidelines not available electronically.

G. PURCHASE ORDERS

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

Run Date
11/25/02

El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 12-09-2002

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0051478	Highsmith Company Inc.	Division Office Inst	Supplies	\$779.26
P0051606	Time Clock Sales and Service	Admissions/Records	Repairs Noninstructional	\$139.74
P0051607	David James	ORCHESTRA	Contract Services	\$250.00
P0051608	C. Leonard Coduti	ORCHESTRA	Contract Services	\$500.00
P0051609	Patricia D. Mack	ORCHESTRA	Contract Services	\$250.00
P0051610	Leslie W. Woodson	ORCHESTRA	Contract Services	\$250.00
P0051611	Deborah L. Gagnon	ORCHESTRA	Contract Services	\$175.00
P0051612	Parma PO Box 6810	Health, Safety	Dues And Memberships	\$100.00
P0051613	Richard Schmunk	ORCHESTRA	Contract Services	\$250.00
P0051614	Robert Newell Matheson	ORCHESTRA	Contract Services	\$250.00
P0051615	Mary J. Ramsey	ORCHESTRA	Contract Services	\$250.00
P0051616	Darrel Couturier	Fine Arts	Supplies	\$200.00
P0051617	Ramon D. Vanderveer	ORCHESTRA	Contract Services	\$250.00
P0051618	Hiroyuki Goto	ORCHESTRA	Contract Services	\$250.00
P0051619	Mark Shapiro	ORCHESTRA	Contract Services	\$250.00
P0051620	Sharon Louise Jackson	ORCHESTRA	Contract Services	\$250.00
P0051621	Richard Adkins	ORCHESTRA	Contract Services	\$250.00
P0051622	Deborah Mika Vukovitz	ORCHESTRA	Contract Services	\$250.00
P0051623	Tatevik Yaghubyan	ORCHESTRA	Contract Services	\$250.00
P0051624	Ventura Consulting Group	Facilities/Planning	Conferences Mgmt	\$875.00
P0051626	Sun Mountain	Health Sciences	Supplies	\$699.50
P0051628	Kc/Actf Xxxv	Fine Arts	Supplies	\$250.00
P0051629	Shpe West Coast Career Expo	Title V-Activity 1	Conferences Mgmt	\$350.00
P0051630	Ccpro	Public Information	Conferences Mgmt	\$25.00
P0051631	American Express Travel	Staff Development	Conferences Mgmt	\$57.50
P0051632	Sorrento Mesa Courtyard	Health Sciences and	Liabilities/Fundraising	\$1,209.08
P0051633	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$144.67
P0051634	Dieterich-Post Company	Architectural Techno	Maintenance Contracts	\$533.00

P0051635	Vantage Lighting	Student ID Card -PFE	Supplies	\$164.59
P0051636	Audio Graphic Systems	Audio/Visual	Supplies	\$210.68
P0051637	Council of Chief Librarians	Division Office Inst	Other Services And Expense	\$100.00
P0051638	Lracc-Learning Resources Asso	Division Office Inst	Other Services And Expense	\$200.00
P0051639	Metropolitan Coop.Lib System	Division Office Inst	Other Services And Expense	\$150.00
P0051640	H.W. Wilson	Instructional Televi	Other Services And Expense	\$1,006.40
P0051641	Intelecom	Instructional Televi	Other Services And Expense	\$500.12
P0051642	Community College League of Calif	TTIP Library Automat	Other Services And Expense	\$4,989.00
P0051643	California Community College Leag	TTIP Library Automat	Software	\$1,429.00
P0051644	California Space Authority	Contract Training	Dues And Memberships	\$250.00
P0051645	Mass Press	CACT COCCC	Supplies	\$33.56
P0051646	Ecc Food Service-Catering	Administrative Serv.	Contract Services	\$11,795.50
P0051647	Pamela de Almeida	ORCHESTRA	Contract Services	\$175.00
P0051648	Garik Terzian	ORCHESTRA	Contract Services	\$200.00
P0051649	Mi Hwa Lee	ORCHESTRA	Contract Services	\$250.00
P0051650	Linda Everett	ORCHESTRA	Contract Services	\$175.00
P0051651	Adriana Chirilov	ORCHESTRA	Contract Services	\$250.00
P0051652	Deborah Minnichelli	ORCHESTRA	Contract Services	\$125.00
P0051653	Rp Group, the	Division Office Bus.	Conferences Faculty	\$70.00
P0051654	S.W.A.C.C.	Purchasing and Bus.	Excess Insurance	\$1,112.00
P0051655	Lanier Worldwide, Inc.	I&T Div Ofc	Copiers	\$3,589.20
P0051657	Lippincott Williams & Wilkins Sub	Nursing	Publications Periodicals	\$189.95
P0051658	Nursing Outlook Subscription Depa	Nursing	Publications Periodicals	\$97.00
P0051659	R N	Nursing	Publications Periodicals	\$24.97
P0051660	Stevens Publishing Corp	Nursing	Publications Periodicals	\$77.00
P0051661	Carole Bush Ecc Counseling Div.	Counseling Office	Supplies	\$51.37
P0051662	Sue Oda-Omori	Counseling Office	Supplies	\$387.29
P0051663	Pacific Coachways	Transfer Center	Transportation	\$424.26
P0051664	Nextel Communications	SBDC Program Income	Telephone	\$463.59
P0051665	American Express Travel	SBDC T&C 1/1/02 to 1	Transportation/ Mileage	\$186.50
P0051666	El Camino College Warehouse	CIS	Supplies	\$63.00
P0051667	El Camino College Warehouse	Copy Center	Supplies	\$478.90
P0051668	Bassco Sporting Goods	Health Sciences and	Supplies	\$2,522.44
P0051669	Offside	Health Sciences and	Supplies	\$441.66
P0051670	El Camino College Warehouse	Computer Sciences	Supplies	\$42.00
P0051671	Hector Salazar	Artes de El Camino	Conferences Mgmt	\$285.00
P0051672	Xpedx	Copy Center	Supplies	\$621.36
P0051673	Lanier Worldwide, Inc.	Faculty & Staff Dive	New Equipment – Noninstruc.	\$351.82
P0051674	El Camino College Warehouse	Division Office Huma	Supplies	\$236.45
P0051675	Knorr Systems	Pool	Supplies	\$179.96
P0051676	Cdw-G	Parking-Student Perm	New Equipment – Noninstruc.	\$353.90

P0051677	A-1 Coast Rentals	Grounds	Other Services And Expense	\$144.00
P0051678	Staples	Telecommunications	Supplies	\$203.73
P0051680	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$869.97
P0051681	Xpedx Paper & Graphics	Copy Center	Supplies	\$733.25
P0051682	Antony D. Hatten	Student Affairs	Expenses/Ancillary Service	\$225.00
P0051683	School Specialty Inc.	Student Affairs	Supplies	\$284.70
P0051684	Ecc Food Service-Catering	Student Affairs	Supplies	\$590.07
P0051685	Ecc Food Service-Catering	Student Affairs	Expenses/Ancillary Service	\$956.06
P0051686	Mechelle Naclerio	TANF	Supplies	\$180.92
P0051687	Destyn Laporte	El Camino Language	Supplies	\$56.80
P0051688	Destyn Laporte	El Camino Language	Supplies	\$119.90
P0051689	Airgas	VATEA I&T	New Equipment - Instructi	\$3,460.28
P0051690	Destyn Laporte	El Camino Language	Dues And Memberships	\$580.00
P0051691	Circuit Specialists Inc.	Physics	Supplies	\$117.71
P0051692	Kevin Hale	Student Affairs	Due to Other Funds/Invest	\$350.00
P0051693	Graybar	Telecommunications	Telephone	\$54.64
P0051694	InTime	Parking-Student Perm	Supplies	\$1,029.41
P0051695	Mass Press	Physical Education	Supplies	\$33.56
P0051696	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$16.78
P0051697	Autodoor	Facilities/Planning	Repairs Noninstructional	\$121.25
P0051698	West-Star Construction	Improve Campus Appear	Repairs Noninstructional	\$1,200.00
P0051699	Cook Machine & Engineering	Facilities/Planning	Repairs Noninstructional	\$81.19
P0051700	LA South Bay Regional Skills Cent	Parking-Student Perm	In-Service Training	\$75.00
P0051701	Sargent Welch Scientific	Physics	Supplies	\$289.08
P0051702	Express Banner & Neon Sign	Ctr for Arts Promo.	Supplies	\$200.00
P0051703	Wilma Mickler-Sears	Fine Arts	Supplies	\$272.29
P0051704	Rose Brand	Ctr for Arts Adm Pub	Supplies	\$768.42
P0051705	A.C.C. Church & Community News	Ctr for Arts Promo	Multi Media Advertising	\$281.25
P0051706	C F T D A	Fire Academy/Emergen	Dues And Memberships	\$25.00
P0051707	Geralin Clark	DSPS	Conferences Faculty	\$75.00
P0051708	Caled	Community Advancement	Dues And Memberships	\$75.00
P0051709	Creation Engine	Ca Virtual Uni. 2nd	Software	\$602.13
P0051711	American Express Travel	Information Tech.	Transportation/ Mileage	\$155.81
P0051713	Ann M. Garten	Public Information	Conferences Mgmt	\$37.00
P0051714	Mass Press	Student Affairs	Expenses/Ancillary Service	\$33.56
P0051715	Sandra de Mos	CDC	Books & Supplies Pool	\$42.00
P0051716	Barbara Illowsky	Ca Virtual Uni. 2nd	Contract Services	\$500.00
P0051717	Susan Dean	Ca Virtual Uni. 2nd	Contract Services	\$500.00
P0051718	Graphics Corps, the	Ed & Community Devel	Multi Media Advertising	\$2,987.43
P0051719	Chalmers-Painter, Inc.	00-01 P4E MARKETING	Postage	\$320.00
P0051720	Chalmers-Painter, Inc.	CACT Partnership	Multi Media Advertising	\$885.00

P0051721	Ancon Marine, Inc.	Hazmat	Waste Disposal	\$2,000.00
P0051722	Delphin Computer Supply	Division Office Inst	Supplies	\$86.49
P0051723	Intelecom	Instructional Televi	Other Services And Expense	\$1,280.00
P0051724	The Tape Company	Film Rental	Supplies	\$214.60
P0051725	School Specialty	CDC	New Equipment – Noninstruc.	\$194.85
P0051726	Canteen of Northern California	Ca Virtual Uni. 2nd	Supplies	\$301.74
P0051727	Leonid Rachman	International Student	Dues And Memberships	\$580.00
P0051728	A-1 Office Plus	Nursing	Liabilities/Fundraising	\$562.27
P0051729	Subway #11543	EOPS	Supplies	\$309.33
P0051730	El Camino College Warehouse	Admissions/Records	Supplies	\$215.00
P0051731	El Camino College Warehouse	Copy Center	Supplies	\$1,610.30
P0051732	Four Winds Inc.	Student Affairs	Expenses/Ancillary Service	\$277.00
P0051733	Ami Publishing, Inc	Contract Training	Supplies	\$150.00
P0051734	Van Nguyen	Counseling Office	Supplies	\$18.25
P0051736	Hy-Tek, Ltd	Health Sciences	Liabilities/Fundraising	\$103.34
P0051737	Competitive Aquatic Supply Inc	Health Sciences	Liabilities/Fundraising	\$354.44
P0051738	Pacific Coachways	P4E 99-00 COMPRE.TRA	Transportation	\$307.05
P0051739	Lanier Worldwide, Inc.	Health Services	Repairs Noninstructional	\$216.38
P0051740	Career Consulting Corner	Career Center	Supplies	\$101.30
P0051741	Gym Equipment Maintenance	V.P. Academic Affairs	Repairs - Instructional	\$520.00
P0051742	El Camino College Warehouse	Matriculation	Supplies	\$105.00
P0051743	Eagle Rock Information Systems	TTIP Total Cost	Software	\$810.00
P0051744	Ultimate Audio Video Service	Music	Repairs Parts And Supplies	\$80.00
P0051745	CCS Presentation Systems, Inc.	VATEA Business Educa	New Computer Equipment-No	\$6,750.84
P0051746	Infinite Concepts	CACT Partnership	Multi Media Advertising	\$12,996.00
P0051747	Phoenix Marketing Services	CACT Partnership	Multi Media Advertising	\$8,864.00
P0051748	Phoenix Marketing Services	CACT Partnership	Multi Media Advertising	\$3,185.00
P0051749	El Camino College Warehouse	Student Affairs	Supplies	\$84.00
P0051750	Carolina Biological	Life Sciences	Supplies	\$761.53
P0051751	Holiday Inn - Torrance	Ctr for Arts Adm Pub	Center For The Arts Techn	\$720.48
P0051752	Blackboard Campuswide	Student ID Card -PFE	Supplies	\$4,393.49
P0051753	California Community College Leag	TTIP Library Automat	Other Services And Expens	\$2,038.00
P0051754	Porta Phone Co.	Health Sciences	Supplies	\$372.60
P0051755	Picadilly Inn University	Health Sciences	Supplies	\$967.69
P0051756	Virco Manufacturing Corp.	Faculty & Staff Dive	New Equipment - Noninstru	\$830.92
P0051757	Ecc Food Service-Catering	Student Affairs	Expenses/Ancillary Service	\$776.80
P0051758	Ascap	Ctr for Arts Product	Other Services And Expense	\$2,886.15
P0051759	Boise Cascade	Student Affairs	Expenses/Ancillary Service	\$271.70
P0051760	Jim Pieper	V.P. Academic Affairs	Contract Services	\$75.00
P0051761	Susan Needham	V.P. Academic Affairs	Contract Services	\$75.00
P0051762	Farr Filters	HVAC Shop	Supplies	\$10,411.12
P0051763	El Camino College Warehouse	Information Tech.	Supplies	\$525.00

P0051764	AMI Electrical & Telecom, Inc.	Information Tech.	Contract Services	\$630.00
P0051765	Delphin Computer Supply	Financial Aid	Supplies	\$113.12
P0051766	Marshall Gartenlaub	CACT Partnership	Conferences Mgmt	\$1,498.92
P0051767	Euro - California	Cosmetology	Supplies	\$1,030.72
P0051768	S.H.P.E. Inc. C/O N.T.C.C. Reg	Student Affairs	Expenses/Ancillary Service	\$250.00
P0051769	H & H Specialties	Ctr for Arts Product	Repairs Parts And Supplies	\$348.04
P0051770	Pacific Coachways	EOP&S Maint of Effor	Supplies	\$1,485.00
P0051771	Infinite Concepts	CACT Partnership	Multi Media Advertising	\$1,248.80
P0051772	Cakes by Connie	Best	Supplies	\$42.60
P0051773	W.E. Design & Drafting	Best	Supplies	\$209.00
P0051774	El Camino College Warehouse	T.I. Cul Arts - Yr.	Supplies	\$129.00
P0051775	El Camino College Warehouse	CIS	Supplies	\$157.90
P0051777	Viva la Pasta	Humanities	Supplies	\$300.00
P0051778	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$442.84
P0051779	Mouser Electronics	Physics	Supplies	\$95.19
P0051780	S.H.P.E. Inc. C/O Ntcc Registr	Student Affairs	Expenses/Ancillary Service	\$900.00
P0051781	Thompson Trophy	Student Affairs	Expenses/Ancillary Service	\$175.37
P0051782	Sargent-Welch Scientific	Physics	New Equipment – Instruc.	\$583.76
P0051783	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$926.62
P0051784	Sehi Computer Products, Inc.	Parking-Student Perm	New Computer Equipment-No	\$770.73
P0051785	City of Torrance	Contract Education	Building Rental	\$260.00
P0051786	El Camino College Warehouse	Title V CSUDH	Supplies	\$21.00
P0051787	Intellitech	Title V CSUDH	Supplies	\$330.17
P0051788	Taverner & Browne	Copy Center	Supplies	\$593.61
P0051789	Barret-Robinson Inc.	Restroom Renovations	Site Improvements	\$1,025.11
P0051790	Knorr Systems	Pool	Supplies	\$150.00
P0051791	Rose & Tuck, Llc	TTIP Total Cost of O	Contract Services	\$650.00
P0051792	El Camino College Warehouse	Nursing	Supplies	\$147.00
P0051793	Hispanic Outlook in Higher Educat	Human Resources	Publications/ Periodicals	\$69.95
P0051794	Ancon Marine	Hazmat	Other Services And Expense	\$750.00
P0051795	Boise Cascade	Warehouse	Inventory	\$16,280.80
P0051796	Blue Ocean Software	TTIP Total Cost	Software	\$10,841.47
P0051798	Toys 'r Us	Student Affairs	Expenses/Ancillary Service	\$1,100.00
P0051800	Van Nguyen	VATEA Supplementary	Conferences Other	\$161.70
P0051801	Quality Business Machines	Division Office Fine	Repairs Parts And Supplies	\$109.95
P0051803	Holiday Inn	Ctr for Arts Adm Pub	Center For The Arts Misc.	\$540.36
P0051805	Campus Concerts	Fine Arts	Supplies	\$2,880.96
P0051806	Campus Concerts	Fine Arts	Supplies	\$400.00
P0051807	Joanna Nacheff	Fine Arts	Supplies	\$276.26
P0051808	Sayhber Rawles	Fine Arts Dept Donat	Contract Services	\$150.00
P0051811	Debbie Minnichelli	Fine Arts	Supplies	\$60.00
P0051812	Sandra Nitchman	Fine Arts	Supplies	\$75.00

P0051814	C. Leonard Cobuti	Fine Arts	Supplies	\$80.00
P0051815	Michele Brewbaker	Fine Arts	Supplies	\$60.00
P0051817	Gabino Varela	Fine Arts	Supplies	\$50.00
P0051818	Vince Suzuki	Fine Arts	Supplies	\$100.00
P0051819	El Camino College Warehouse	Restricted Staff Dev	Supplies	\$107.50
P0051821	Micro Warehouse	Nursing	Liabilities/Fundraising	\$244.54
P0051823	Gardena Valley Chamber of Commerce	Presidents Office	Dues And Memberships	\$246.25
P0051824	Chamber of Commerce Westchester	Presidents Office	Dues And Memberships	\$250.00
P0051825	Redondo Beach Chamber of	Presidents Office	Dues And Memberships	\$220.00
P0051828	Communication Excellence Insti	Staff Development	Contract Services	\$555.00
P0051829	El Camino College Warehouse	DSPS	Supplies	\$210.00
P0051830	Power Lift	Parking-Student Perm	Repairs Noninstructional	\$2,042.06
P0051831	Atwood Publishing, Llc	Title V Activity II	Publications/ Periodicals	\$390.00

Total : 209 \$183,552.91

B0050888	Enterprise Rent-A-Car	Geography	Transportation	\$1,363.92
B0050913	Enterprise Rent-A-Car	Earth Sciences	Transportation	\$1,400.00
B0051420	Ecc Food Service-Cat	Community Advancement	Conferences Mgmt	\$398.09
B0057929	ECCD Petty Cash	Division Office Math	Supplies	\$400.00
B0057930	Lanier Worldwide, In	Purchasing and Busin	Liability - Self Insurance	\$3,116.80
B0057931	Tri Span Inc.	Asbestos Removal Che	Contract Services	\$11,765.00
B0057932	Midwest Library Serv	Division Office Huma	Liabilities/Fundraising	\$2,500.00
B0057933	Tri Span Inc.	Asbestos Removal Che	Contract Services	\$136,570.00
B0057934	Carmen's Uniforms	Parking-Student Perm	Supplies	\$3,000.00
B0057935	Bay Cities Car Wash	Parking-Student Perm	Other Services And Expense	\$1,200.00
B0057936	Little Company of Ma	Nursing	Supplies	\$1.00
B0057937	Minolta Business Sys	Foster Care Education	Copiers	\$465.00
B0057938	Kelly Paper Company	Copy Center	Supplies	\$2,000.00
B0057939	John Wiley & Sons In	T.I. Cul Arts - Yr.	Other Books	\$10,000.00
B0057940	Sacramento Valley Ri	RITC 10/1/01 - 9/30	Contract Services	\$230.00
B0057941	Fresno Unified School	RITC 10/1/02 - 9/30	Contract Services	\$300.00
B0057942	Keith Johnson	Foster Care Education	PSA Contract Services	\$888.00
B0057943	E.C.C. Public Inform	Student Affairs	Due to Other Funds/Invest	\$100.00
B0057944	Martin J. Mechsner	Contract Training	PSA Contract Services	\$40,000.00
B0057945	Portable Storage Cor	Replace South Gym Bl	Contract Services	\$1,172.50
B0057946	E.C.C.C.D. Bookstore	Student Affairs	Due to Other Funds/Invest	\$1,300.00
B0057947	H & H Concrete Pumpi	Construction Technol	Supplies	\$1,500.00
B0057948	Interphase Compter	WPLRC Technical Inst	Supplies	\$500.00
B0057949	Renee R. Johnson	RHORC	PSA Contract Services	\$5,800.00
B0057950	Ecc Food Service-Cat	Athletic Hall of Fame	Hospitality	\$500.00
B0057951	Ecc Food Service-Cat	Alumni Assoc	Hospitality	\$300.00
B0057953	ECCD Petty Cash	CDC Donations	Supplies	\$130.00

B0057954	Little Company of Ma	Paramedic Academy	Contract Services	\$1.00
B0057955	First Call Staffing	Public Information	Contract Services	\$12,000.00
B0057956	Moore Medical Corp	Health Services	General Office Supplies	\$14,000.00
B0057957	Harold L. Daley	model approaches	PSA Contract Services	\$2,000.00
B0057958	Rose Maintenance Ser	Ed & Community Devel	Contract Services	\$1,000.00
B0057959	Ctl Environmental Se	Asbestos Abatement	Contract Services	\$1,000.00
B0057960	Cook Machine & Engin	Automotive Shop	Repairs Noninstructional	\$1,500.00
B0057961	Advanced Electronics	Electric Shop	Repairs Noninstructional	\$1,000.00
B0057962	Jeanette A. Ellis	RHORC	PSA Contract Services	\$5,800.00
B0057963	E.C.C. Public Inform	00-01 P4E EXPANDED	Supplies	\$500.00
B0057964	Orco Construction Su	Construction Technol	Repairs - Instructional	\$1,000.00
B0057965	Orco Construction Su	Construction Technol	Repairs Parts And Supplies	\$500.00
B0057966	Long Beach Fire Depa	Paramedic Academy	Contract Services	\$1.00
B0057967	Dawn Fleming	SBDC CITD	PSA Contract Services	\$4,000.00
B0057968	Amtrade Internationa	SBDC CITD	Contract Services	\$75.00
B0057969	South Bay Center for	WPLRC PIC Aerospace	Contract Services	\$1.00
B0057970	California Chamber o	Best	Supplies	\$900.00
B0057971	Ecc Food Service-Cat	Title V-Activity 1	Supplies	\$1,000.00
B0057973	Prism Embellished Sp	Contract Training	Supplies	\$1,800.00
B0057974	Robert F. Kennedy Me	Nursing	Supplies	\$1.00
B0057975	Live Forum Foundation	Nursing	Supplies	\$1.00
B0057976	Danone Waters of Nor	Student Affairs	Expenses/Ancillary Service	\$80.00
B0057978	E.C.C. Public Inform	Student Affairs	Due to Other Funds/Invest	\$50.00
B0057979	E.C.C. Public Inform	VATEA Supplementary	Supplies	\$500.00
B57858A	Ecc Food Service-Cat	ILP 2002-03 10/01/02	Other Services And Expense	\$3,000.00

***Total :* 52 \$278,610.31**

***Total POs and BPOs :* 261 *TOTAL* . \$462,163.22**

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-18 and 1-31.

1. Extra Service – The following full-time librarians to be employed for each scheduled day of the 2003 winter session in accordance with the Agreement, Article X, Section 13(b):

Don Brown	Ed Martinez
Judy Harris	Vince Robles
Moon Ichinaga	Claudia Striepe

2. Special Assignment – Mr. Paul Freeborn, part-time instructor of English as a Second Language (ESL), to conduct ESL assessment interviews for the Assessment Center, to be paid \$23.74 an hour, not to exceed 8 hours per week, effective December 16, 2002 through June 30, 2003 in accordance with the Agreement, Article X, Section 9(m).

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

<u>David Westberg</u>	<u>72 hours</u>
<u>Angela Simon</u>	<u>72 hours</u>
<u>Lance Widman</u>	<u>56 hours</u>
<u>TOTAL</u>	<u>200 hours</u>

4. Special Assignment – Ms. Mary Lewis, part-time instructor of Culinary Arts to conduct Culinary Arts for credit at Terminal Island Federal Correctional Institute, to be paid \$52.44 an hour for lecture, \$41.78 for lab, not to exceed \$20,000, effective December 12, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
5. Special Assignment – Ms. Ann Kesslen and Ms. Marilyn Anderson, full-time instructors of English, to participate in five CBEST assessment sessions for Title V, Teacher Education Program (TEP), to be paid \$47.47 an hour, not to exceed \$900 per employee, effective December 10, 2002 through June 6, 2003, in accordance with the Agreement Article X, Section 14 (a).
6. Special Assignment – Ms. Janet Young, full-time instructor of Child Development, to continue as Director for Title V, Teacher Education Program (TEP) during winter session and spring break, to be paid \$49.04 an hour, not to exceed \$11,770 effective January 6 through April 11, 2003, in accordance with the Agreement Article X, Section 14 (a).

7. Special Assignment – Ms. Karen Forney, part-time instructor of English, to coordinate and lead five CBEST assessment sessions for Title V, Teacher Education Program (TEP), to be paid \$47.47 an hour, not to exceed \$1,200, effective December 10, 2002 through June 6, 2003, in accordance with the Agreement Article X, Section 9(m).

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8. Special Assignment – Dr. Perry Hacking, full-time instructor of Astronomy, to work on the National Science Foundation (NSF) funded science of future elementary school teachers grant, to be paid \$49.04 an hour, not to exceed \$1,962, effective January 1 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
9. Special Assignment – Dr. Judy Kasabian, full-time instructor of Mathematics, to manage the National Science Foundation (NSF) funded science for future elementary school teachers project, to be paid \$49.04 an hour, not to exceed \$6,130, effective January 1 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
10. Stipend Assignment – Mr. Marc Mestyaneck, part-time instructor of Psychology to present for the Psychology Department “Treatment of Childhood Disorders,” to be paid \$75.00, effective December 10, 2002, in accordance with the Agreement, Article X, Section 9(m).
11. Employment – Ms. Jody M. Jones, part-time/substitute Child Development Center Teacher, Class II, Step A, Child Development Center Teacher Salary Schedule, effective January 6, 2003 through June 30, 2003.
12. Employment – The following part-time/temporary librarians to be hired as needed for the 2002 Fall semester:

Eleanor Bowles
Anita Colby
Sue Marquez
Nina Peters
Alice Cornelio

Bruce Russell
Margaret Stevens
Robin Swallow
Douglas Thompson
Jane Terry

13. Employment – The following part-time/temporary librarians to be hired as needed for the 2003 Spring semester:

Eleanor Bowles
Anita Colby
Sue Marquez
Nina Peters
Alice Cornelio
Gabriella Lopez

Bruce Russell
Margaret Stevens
Robin Swallow
Douglas Thompson
Jane Terry
John Fowler

14. Employment – The following part-time librarians to be hired as needed for the 2003 winter session:

Jane Terry

Douglas Thomas

15. Employment – The following part-time instructor to be hired as needed for the 2002 fall semester:

Kofi Yankey

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16. Employment – The following part-time/temporary employees for service on an as-needed basis for the 2003 Spring semester.

Behavioral and Social Sciences

Russell Boxley	Guinevere Hodges	Jeffrey Rigby
Wayne Bramstedt	Matthew Hotsinpillar	Samuel Russo
Marie Butler	Laurie Houske	Francis Schulte
Derek Cadman	Tamara Jackson	Sharyn Seaton
Eduardo Cairo	Meric Keskinel	Paul Swendson
Michael Critelli	Thomas Keville	Farshid Tahernia
Judith Dugas	Sung H. Kim	Nikita Thompson
Julio Farias	Peter Kolesnik	Sonya Thompson
Thomas Glenn	Toshiko Konishi	Mari Womack
Austin Gordon	Nancy Jo Melucci	Ventris Woods
Mark Gordon	Robroy Meyers	Kofi Yankey
Rebecca Green	Ricky Murray	Martin Young
Patrick Griffin	Kaoru Oguri	Paulette Young
Lawrence Guillow	Jill Pfeiffer	Alfred Zucker
Shahrokh Haghighi	Robin Rash-Spence	
Paul Harley	Bradley Reynolds	

Business

Chris Adams	Loretta Daniels	Paul Lilliott
Angela Amin	Reni Dougherty	Leon Manuel
Shirley Aoto	Stanton Faris	Katherine Maschler
Nicholas Barbara	Hart Fleischhauer	Elaine McDaniel
William Bartz	Allan Fork	Jon Mercant
Rose Bernyk	Derf Fredericks	Jannette Metcalfe
Jack Bliss	John Fuchs	Joan Ann Mrava
Glenda Brass	Leonard Gilmore	Jerry Muraoka
Patricia Campbell	Marilyn Harris	Abbas Namazi
Francis Capotosto	Jo Ann Jones	Denise Nevin
Alan Caramatti	Carl Kirnbauer	Robert Nickle
Douglas Carnahan	Philip Ser-Sun Lau	Vi Tuong Pham
Noel Craven	Betty LeMarr	Michael Rahni

Joanne Ratkovich
John Rodi
Marcia Russell

O'Harrall Sago
Rory Schlueter
John Slawson

Jessica Stoudenmire
Brenda Williams

Fine Arts

Peter Abilogu
Deborah Aitken
Margaret Ames
Craig Antrim
Cynthia Bahti
Kenneth Bell
Caroline Blake
Beverly Bledsoe
Patrice Bulber
Linda Busch
Tina Chambers
Moonea Choi
Gary Christensen
Barry Cogert
Robert Coomber
Camille Cornelius
Jose Costas
Robert Dalton
Rodman de la Cruz
J. Carola de la Rocha
John Dearman
John DeMita
Rhonda Dillon
James Dowdalls
Maria Downey
Mary Drobny
Melanie Dunn
Barbara Dyer
Susan Einstein
Susan Elizalde-Holler
Kurt Festinger
Paul Fornelli
Lawrence Fraser
Virginia Frazier
Jonathon Grasse
Mary Hackett-Konicek
Gloriane Harris
Richard Hastings

Susan Helfter
Robert Herbst
Robert Hersh
Heidi Hinds
Hiroko Hojo
Grant Hungerford
Gary Y. Iida
Maria Jaque
Karin Jensen
Kim Jensen
Isadora Johnson
Thomas Kidd
Leroy Kim
Jack King
Lawrence Klepper
Rona Klinghofer
Janice Ledgerwood-McKenzie
Mark Lewis
Nathan Lilienthal
Kristi Lobitz
Norman Looney
James Mack
Patricia Maki
Annie Malone
Alfred W. Marshall
Margot Martin
Robert Maynard
Susanna Meiers
Rosalyn Mesquita
Andrea Micallef
Michael Miller
Ruby Millsap
Joseph Mitchell
Caryn Morse
Vicki Muto
Daryle Nagano
Mark Nelson
Binh Ngo

Dee Marie Nieto
Michael Oates
Nancy OBrien
Terrell O'Donnell
Marian Bodnar O'Keefe
Brett Osborn
Thomas Owens
Laurel Paley
Ann Patterson
Deborah Patterson
Wayne Perkins
Deon Price
William Pupa
Michael Quinn
Dorothy Ray
Karen Roberts
Lois Roberts
Gary Robertson
James Russell
Victoria Sanchez
Jorge Sanchez Perez
Pamela Santelman
Lloyd Sherman
Diane Simons
Konstantin Sirounian
Rena Small-Wilson
Howlett Smith
Christine Stahl
Susan Ste Marie
Joseph Stone
Bruce Tellier
Sandra Trepasso
Rickey Tyler
Stella Vognar
Randall von Bloomberg
Noah Webb
Rex Wells
Karen Whitney

Jeanette Wrate

Eunee Yee

Health Sciences & Athletics

Donald Andrews
Billie Jo Anthony
Anthony Armand
Teri Ballard
Sivi Banks-Carson
Edwardo Barragan
Gregory Bergeron
Richard Blount
Robin Briggs
Sacha Bryant
Susan Calderon
Marisa Chang
Pamela Chappell
Delia Cunningham
Lynette Dahlman
Mina Dastgheib
Linda Delzeit
Kimmia Digiuro
Kathleen Ann Du Ross
Salomay Dyer
Ronald Evangelista
Michael Fenison
Larry H. Franklin
Diana B. Galias

Norene Gift
Brian Gold
Hiroko Hojo
William Hood
Michael Houck
Kevin Hughley
Paul Ichino
Sherry Jenkins
Bonnie Kayser
Margaret Kidwell-Udin
Tracy Leet
Monica Lizarraga
Rodney Mansfield
Paula Marchica
Marie Mendiondo
Stan Mintz
Josephine Moore
Helen Nakano
Mary Ogi
Ellen Olaivar
Fred Petersen
Christine Plummer
Heidi Roberts
Noel Rollon

Nathaniel Roque
Kathleen Rosales
Krysti Rosario
Constance Schwartzman
Kiran Sharma
Stephen Shaw
Sean Sheil
Julia Sprague
Gary Stephens
Susan Stohrer
Darryl Sue
Kyra Tatman
Mark Thomas
Terry Titus
Donna J. Tucker
Steven Van Kanegan
John Verdugo
Linda Visintainer
Danielle R. Walsh
Lisa Weyh
Joyce Wise
Karen Wyatt
Mits Yamashita
Lynn Zeman

Humanities

John Accomando
Susan Allen
Joan Anderson
Jack Arensmeyer
Samy Ayari
Jeannine Barba
Rosalie Barlock
Maria Bauer
Elaine Bender
Vicki Blaho
Ottillie Boboc
Mary Borell
Allison Boyce

Gena Burgess
Hector Carrio
Zeina Chakhchir
Kathleen Collins
David Cron
Aleta Davis
Adile De Leon
Nancy De Noi
Joan Engelhaupt
Helen Factor
Paula Fonseca-Bai
Rita M. Fork
Paul Freeborn

Antonio Gonzalez
Ellen Griffin
Julia Hackner
Bob Halpern
Carroll Hauser
Hiltrud Heller
Elizabeth Hindman
Patricia Hoovler
Miriam Houssels
Aura Imbarus
Roberto Jimenez
Dalia Juarez
Bruce Kermane

Jennifer Knox
Denise Kron
Gina Ladinsky
Francesca Leardini
Rebecca Loya
Andrew Marshall
Kareema Nasouf
Susan Nozaki
Sharon Osburg
Naoko Otani
Amir Pamugh
Christina Patterson
Bonita Pereyra
Carolina Perez
Claudia Prada
Joshua Pryor

Robert Puglisi
Cynthia Quintero
Erendira Ramirez
Loretta Ramirez
Ellen Reddingius
Robert Reichle
Natalie Ricard
Alicia Rodriguez
Helen Sabin
Peter Salim
David Schlick
Dale Shannon
Grace Shibata
Jan Shimaura
Gary Smith
Christopher Stevens

Elizabeth Sturgeon
Eric Takamine
Kanzo Takemori
Norma E Tamer
Darrell Thompson
Cindy Tino-Sandoval
Alexander Toth
Rhonda Walker
Donna West
John Wietting
Wendy Wright
Xiaowen Wu
Yong Yoon
Nina Yoshida
Hailiang Zhao
Alfred Zucker

Industry & Technology

Tony Alvarez
Mark Arnold
Robert Baradaran
George Allen Barber
Danny Barley
Joshua Binder
Patti Binder
Sergio Borbon
Marva Brooks-Allman
Henry Brown
Vera Bruce
Gregorio Cabotaje
Beverly Carlson
Anthony Chisum
Kevin Coffelt
Nicholas Colin
Katherine Conley
Bruce Cook
Victor De la Torre
Robert Diaz
David Chi Do
Jeffrey Donahue
Mark Early
Michael Effler
Robert Engler

Dudley Gray
Robert Guenther
Gregory Guerrero
Craig Halker
Charles Hamilton
Sharon Higgins
Tommy Jester
Glenna Johnson
June Johnson
William Johnson
Wendy Kahan
George Karnazes
Jerry Kinnan
Charles Knight
Thomas Kurth
Michael Lao
James Lemmon
Mark Lepore
Mary Lewis
Edward Lugo
Lee MacPherson
Christine Mariotti
Susan Martin
Richard Martinez
Daniel Martz

Melanie McFarland
James Mock
Pete Moraga
Vivian Nemie
Craig Neumann
Nick Nickolin
Kent O Steen
Robert Olmsted
Roberto Pandolfi
Maximeno Pena
Philip Reno
Eugene Rock
Bernardo Rodriguez
David Rodriguez
Rey Rojo
Monique Schaefer
John Schwab
Nancy Schwab
Franz Seifert
Richard Shima
John Skipper
John Slawson
Michael Smith
Lynn Strobel
Derek Teklak

Michael Thomas
Steve Tsumura
Dale Ueda
George Valenzuela
Daniel Valladares
Emmanuel Villaroman

Philip Walls
Anthony Wang
Shirley Warren
Sue Warren
Sue Ann Wenzlaff
Carl Whitaker

Marc Wilkins
Ronald Williams
Shirley Williams
Wayne Wilson
Mits Yamashita

Instructional Services

Maria Armstrong
Vicki Blaho
Frances Brown
Tisa Casas
Maria Chovan
Paul Culton
Patricia Dagata
Susan Diamond-Bucher

Oscar Lee Douglas
Bruce Fitzpatrick
Barbara Gomez
John Green
Paul Harley
Brenda Jackson
Edward Kelly
Sheila Lenham

Mashairi Muir
Robert Murchison
Bryan Ouchi
Nancy Soto
Katherine Sutton
Patsy Tebbs

Mathematical Sciences

Jamal Ashrafzadeh
John Athey
Raymond Badalian
Robert Bauman
Beyenne Bayssa
Susan Bickford
Susanne Bucher
Scott Bullock
Mark Burgin
Robert Caldwell
Wei-Feng Chen
Remo Ciccone
Dimetrios Dammena
Zekarias Dammena
Bruce Dovner
Winfred Ferrell
Wilfredo Flores
Manolita L. Formanes
Monte Furuya
Theodore Gibson
Jack Gill
Astatke Gizaw
Haskell Goldman

Megan Granich
Hamza Hamza
Raymond Ho
Thu-Hang Hoang
Daniel Horwood
Shiuling Huang
Jamel Kammoun
Avid Khorram
William Latto Jr.
Vazken Madenlian
Cornelius Mahoney
Jose Martinez
Steve Martinez
Paul Matsumoto
Perry McDonnell
Wendy Miao
Mehdi Mirfattah
David Nakatani
Hongjie Ni
Alice O'Leary
Delores Owens
Marion Reeve
Lernik Saakian

Oussama M. Safadi
Nashat Saweris
Nathan Schroeder
Michael Semenoff
Ellis Shamash
Richard Sibner
Jacquelyn Sims
Satish Singhal
Shane Smith
Gizaw Tadele
James Taylor
Michael Tran
Terry Trevarthen
Er-Xiang Wang
Ronald Wax
Patrick Webster
Jack Wong
Rich Wong
Jung Woo
Christie Yang
David Yee
Myung Yun
Michael Zeitzew

Natural Sciences

Robin Abbott
Alireza Ansari
Gary Booher
Michael Brennan
Lynn Fielding
Bruce Fitzpatrick
Donald Frye
Bijan Haeri
Francisco Izaguirre
Kevin Kane

Melvin Kantz
Geraldine Karpel
Jeffrey Keaffaber
Stephen Koletty
Elroy Lang
Huyen Nguyen
John Ogren
Leon Palmer
George Rossano
Ahmed Salama

Steven Silverman
Richard Slocum
Donna M. Speckman
Margo Steinman
Thomas Stewart
Michel Van Biezen
Carla Weaver
Jan West

17. Employment – The following part-time/substitute employees for service on an as-needed basis for the 2003 Spring semester:

Business

Francis Chao
James Healy
Donald Holman
Kurt Hull
Alan Kennard
Andre Lee

Mariana Lelea
Randy Quiroz
Deborah Reynolds
William Saichek
Adell L. Shay
Jamyne Starr

Paula Teske
Anthony Thomas
Mary-Elizabeth
Wallenius
Dorothy Widoff
Ronald Williamson

Health Sciences & Athletics

Bonnie Hughes

Eunjoo Paik

Kathleen Richman

Industry & Technology

Roger Des Rosiers
Robert English
Nelson Fink
Dorothy Foral
Peter Jorgensen

Rudolph Kattan
Kathy Lenk
Teresa McClendon
Michael Nothern
Guy Okamoto

Eddie Perez
John Pernell
Bradley Sweatt
Kerry Winters

18. Employment – The following part-time/temporary employees for service on an as-needed basis for the 2002 Winter session:

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Behavioral & Social Sciences

Kirsten Resnick, Class III, Step 4
Sonya Thompson, Class II, Step 4
Paulette Young, Class I, Step 4

Fine Arts

Norman Looney, Class III, Step 11
Margot Martin, Class V, Step 5

Industry & Technology

Vivian Nemi, Class I, Step 4

Eugene Rock, Class II, Step 9

Mathematical Sciences

Manolita Formanes, Class II, Step 5
Raymond Ho, Class II, Step 6
Wendy Miao, Class II, Step 6
Michael Semenoff, Class II, Step 12

Natural Sciences

Gary Booher, Class II, Step 4

Classified Personnel:

1. Amend Retirement – Ms. Magdalena Hughes, Accounting Assistant II, Range 25, Step E, Fine Arts Division, Academic Affairs Area, effective December 30, 2002, instead of December 31, 2002, and that a plaque be prepared and presented to her in recognition of her service to the district since 1989.
2. Retirement – Ms. Teresa Flint, User Support Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective December 30, 2002, and that a plaque be prepared and presented to her in recognition of her service to the district since 1981.
3. Extend Work Out of Classification – Mr. Julio Arias, Bookstore Sales Assistant, Range 19, Step B, to Bookstore Lead Sales Associate, Range 23, Step A, Bookstore Division, Administrative Services Area, effective January 1 through March 31, 2003.
4. Extend Work Out of Classification - Ms. Carole Bush, Clerical Assistant, Range 20, Step E, to Events Specialist, Range 31, Step A, Counseling and Student Services Division,

Student and Community Advancement Area, effective January 1 through March 31, 2003.

5. Extend Work Out of Classification - Mr. Oscar Colon, Night Custodian, Range 18, Step E, to Groundskeeper/Gardener I, Range 22, Step D, Facilities, Planning and Services Division, Administrative Services Area, effective January 1 through March 31, 2003.

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6. Extend Work Out of Classification - Ms. Judy Flores, Bookstore Sales Assistant, Range 19, Step C, to Bookstore General Merchandise Buyer Assistant, Range 27, Step A, Bookstore Division, Administrative Services Area, effective January 1 through March 31, 2003.
7. Extend Work Out of Classification - Mr. Victor Flores, Stock Clerk, Range 22, Step E, to Skilled Trades Assistant, Range 28, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective January 1 through March 31, 2003.
8. Extend Work Out of Classification – Ms. Sheryl Kimball, from 100% to 65% Information Systems Technical Specialist, Range 37, Step E, 35% Web Developer, Range 41, Step D, Information Technology Services Division, Administrative Services Area, effective November 1, 2002 through March 31, 2003.
9. Extend Work Out of Classification - Ms. Laura Losorelli, Clerk, Range 17, Step E, to Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective January 1 through March 31, 2003.
10. Extend Work Out of Classification – Mr. Carl Turano, Night Custodian, Range 18, Step D, to Stock Clerk, Range 22, Step C, Facilities Planning and Services Division, Administrative Services Area, effective January 1 through March 31, 2003.
11. Extend Work Out of Classification – Mr. Mosese Tuitupou, Night Custodian, Range 18, Step E, to Groundskeeper-Gardener I, Range 22, Step D, Facilities Planning and Services Division, Administrative Services Area, effective January 1 through March 31, 2003.
12. Extend Work Out of Classification – Ms. Urania Yuan, Secretary, Range 25, Step B, to Human Resources Technician I, (Confidential Salary Schedule) Range 4, Step B, Human Resources Division, Administrative Services Area, effective January 1 through March 31, 2003.
13. Extend Work Out of Classification - Mr. Satish Warriar, Network Supervisor, Range 35, Step D, to Assistant Director, Information Technology Services, Range 13, Step 3, (Administrator Salary Schedule) effective November 1, 2002 through March 31, 2003.
14. Work Out of Classification - Ms. Laurie Pelayo, Library Media Technician II, Range 26, Step E, Instructional Services Division, Academic Affairs Area, to Library Media Technician V, Range 35, Step B, effective January 1 through March 31, 2003.
15. Stipend – Ms. Roxanne McCoy – Human Resources Technician III, Range 8, Step E, (Confidential Salary Schedule) Administrative Services Area, to be paid an additional \$300 a month, for additional work assumed, effective January 1 through March 31, 2003.
16. Employment – Mr. Brian Krause, 48.8% Program Coordinator, Range 36, Step A, Special Resource Center/Instructional Services Division, Academic Affairs Area, effective January 2, 2003.

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17. Employment – Mr. Rodrick McMillian – Electrician, Range 37, Step A, Facilities Planning and Service Division, Administrative Services Area, effective January 2, 2003.
18. Employment – Mr. Thomas Edward, Plumber, Range 37, Step A, Facilities Planning and Service Division, Administrative Services Area, effective January 2, 2003.
19. Employment – Mr. Jason La, Network Technician, Range 42, Step A, Information Technology Services, Administrative Services Area, effective December 10, 2002.

Temporary Non-Certificated Employees:

20. Mr. Alan Dorn - Accompanist – Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to work intermittently on an as needed basis effective September 3, 2002, through June 30, 2003, to accompany dance classes.
21. Ms. Jaqueline Hampton – 50% Custodian, Range 18, Step A, Facilities Planning and Services Division, Administrative Services Area, to work three days a week, eight hours a day, effective January 2 through March 31, 2003, performing janitorial duties.
22. Ms. Mary Anne Fedorchuk - Human Resources Technician III, Range 8, Step A, (Confidential Salary Schedule), Human Resources Division, Administrative Services Area, to work four hours per day, not to exceed ninety days, effective January 6 through June 30, 2003, to update faculty HRS and payroll information for the Colleague Program.
23. Mr. Jason Haddix - 50% Help Desk Consultant, Range 30, Step A, Information Technology Services Division, Administrative Services Area, to work five days a week, four hours a day, effective January 6 through March 31, 2003, to cover increased work load of current help desk staff.
24. Mr. Jack Martin – Carpenter, Range 35, Step A, Facilities Planning and Services Division, Administrative Services Area, to work five days a week, eight hours a day, effective January 2 through March 31, 2003, to perform carpentry duties.
25. Ms. Nina Oshio – Secretary, Range 25, Step A, Human Resources Division, Administrative Services Area, to work eight hours per day, not to exceed three days a week, effective January 2 through March 31, 2003, to perform secretarial and clerical support duties.
26. Ms. Tammy Starnes – Clerk, Range 17, Step A, Facilities, Planning and Services Division, Administrative Services Area, to work five hours per day, three days a week, effective January 2 through March 31, 2003, to assist with campus work order requests, distribute mail, answer phones, filing and other office duties as assigned.
27. Mr. Michael Westbrook – Skilled Trades Assistant, Range 28, Step A, Facilities Planning and Services Division, Administrative Services Area, to work five days a week, eight hours a day, effective January 2 through March 31, 2003, to assist auto mechanic.

28. The following individuals to work as Night Custodian, Range 18, Step A, Facilities Planning and Services Division, Administrative Services Area, to work five days a week, eight hours a day, effective January 2 through March 31, 2003, to perform janitorial duties:

Luis Bonilla
Pauletta Conway
Darrick Jackson
Teresa Nunez

Ramon Parra
Nathaniel Phillips
Jose Valdez

29. The following individuals to work as 50% Telecommunications Technician, Range 37, Step A, Information Technology Services Division, Administrative Services Area, to work alternating three day/two day weekly schedules from 8:00 a.m. to 4:30 p.m., effective January 2 through March 31, 2003. Duties will include installing and repairing telecommunications equipment, lines; relocating existing lines and equipment, making programming changes to existing lines, contacting outside vendors necessary for central office related repairs, maintain reports and records of line configurations and locations:

Roman Sandoval II

Frederick Dennis

30. The following individuals to work as 50% Information Systems Technician Specialist, Range 37, Step A, Information Technology Services Division, Administrative Services Area, to work alternating three day/two day weekly schedules from 8:00 a.m. to 4:30 p.m., effective January 2 through March 31, 2003. Duties will be to diagnose and resolve server system and software problems, assist technicians with implementing new network connections, and set up maintain and resolve problems with user profiles, contact software vendors as required, and document system configurations.

Lawrence Greene II

Takeshi Tokiko

31. The following individuals to work as Lead Interpreter, Range 38, Step A, Special Resource Center/Instructional Services Division, Academic Affairs Area, to work intermittently on an as needed basis effective January 2 through March 31, 2003, to coordinate and assign interpreters and provide in class interpreting services.

Micah Brock
Marcy Morford
Sharin Nakayama

Ronneisah Phylon
Brenda Terry

B. REVISED ADMINISTRATOR POSITION AND CLASSIFICATION SPECIFICATIONS

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

Director of Institutional Research as shown on pages 20-21.

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Rosario Krysti – Boxing

D. APPROVAL BY THE BOARD OF TRUSTEES: EL CAMINO COMMUNITY COLLEGE DISTRICT AND EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO APPROVAL OF COLLECTIVE BARGAINING AGREEMENT FOR THE CHILD DEVELOPMENT CENTER TEACHERS.

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provision of the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO and any new agreement, before it is finally approved by the Board of Trustees. This is known as the “El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO Salary Settlement Notification Component of the Statewide Criteria and Standards”. This ensures that the public is

aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attached follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to the approval of the provision in the Agreement between the District and the Federation.

The new Agreement will supercede Board Policy 4350, Child Development Center Guidelines.

The Agreement changes the present Lead Child Development Center (CDC) teacher contract and the two full-time CDC teacher contracts from ten (10) to twelve (12) months. Including two more months of STRS, two more sick days and twelve vacation days per year, this change would increase costs by a total of \$9,000 for the first year, with a possible increase of up to \$3,000 to cover additional vacation days in subsequent years. This increase will be borne by the increase in parent fees which will take effect on September 1, 2002.

It is recommended the Board approve the new separate collective bargaining agreement for the Child Development Center Teachers beginning on page 36.

I. Summary of Agreement (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2003, a 3.31% on-scale increase shall be provided to Child Center Development Teachers. The cost of the salary of the 3.31% increase is \$900 (1/2 year amount) or \$1,800 annually.

B. BENEFITS:

\$165 (annual) for changes in health & welfare provisions; added cost for statutory benefits, and other required District contributions.

E. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL/CIO

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the Federation of Teachers, Local 1388 and any new agreement, before they are finally approved by the Board of Trustees. This is known as the "El Camino College Federation of Teachers Salary Settlement Notification Component of the Statewide Criteria and Standards."

F. APPROVAL BY THE BOARD OF TRUSTEES: FACULTY SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Faculty a 3.31% on-scale salary increase effective January 1, 2003. The total salary schedule change effective January 1, 2003, is 3.31%, as shown on pages 22-26.

Federation Salary Proposal, Notification Component of the Statewide Criteria and Standards.

I. Summary of Agreement (Major provisions that affect compensation).

A. COMPENSATION:

Effective January 1, 2003, a 3.31% on-scale increase shall be provided to full-time faculty. The cost of the salary of the 3.31% increase is \$362,500 (1/2 year amount) or \$725,000 annually.

B. BENEFITS:

\$65,125 (annual) for changes in health & welfare provisions; added cost for statutory benefits and other required District contributions.

G. REVIEW BY BOARD OF TRUSTEES, EL CAMINO CLASSIFIED EMPLOYEES LOCAL 6142, CFT, AFT, AFL-CIO, SALARY SETTLEMENT PUBLIC NOTIFICATION AND DISCLOSURE OF COSTS

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO, and any new agreement, before they are finally approved by the Board of Trustees. This is known as the "El Camino Classified Employees Salary Settlement Notification Component of the Statewide Criteria and Standards." This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachments follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the provisions in the Agreement between the District and El Camino Classified Employees, Local 6142.

The "El Camino Classified Employees, Local 6142 Salary Settlement Notification Component of the Statewide Criteria and Standards" includes the following information:

- 1) The summary of the costs of the agreement;
- 2) The summary of the costs for benefits.

H. APPROVAL BY BOARD OF TRUSTEES: EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO SALARY PROPOSAL

It is recommended that the Board approve for Classified a 3.80% on-scale salary increase effective January 1, 2003. The total salary schedule change effective January 1, 2003, is 3.80% as shown on pages 27-29.

Classified Salary Proposal, Notification Component of the Statewide Criteria and Standards.

II. Summary of Agreement (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2003, a 3.80% on-scale increase shall be provided to classified employees. The cost of the salary of the 3.80% increase is \$263,350 (1/2 year amount) or \$526,675 annually.

B. BENEFITS:

\$47,400 (annual) for changes in health & welfare provisions; added cost for statutory benefits, and other required District contributions.

I. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR VICE PRESIDENTS

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Vice Presidents are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Vice President salary proposal before it is finally approved by the Board of Trustees. This is known as the "El Camino College Vice President Salary Proposal Notification Component of the Statewide Criteria and Standards". This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Vice Presidents.

The "Vice Presidents' Salary Proposal Notification Component of the Statewide Criteria and Standards" includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

J. APPROVAL BY THE BOARD OF TRUSTEES: VICE PRESIDENT SALARY PROPOSAL

It is recommended that the Board of Trustees approve to amend the Vice Presidents' contract to include a 3.80% on-scale salary increase effective January 1, 2003, for a total annual salary of \$120,646.

Vice President Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Vice Presidents, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Vice Presidents' salary proposal prior to approval by the Board of Trustees.

For Vice Presidents, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2003, a 3.80% on-scale increase shall be provided to the Vice Presidents. The cost of the 3.80% salary increase is \$ 6,625 (1/2 year amount); or \$13,250 annually thereafter.

B. BENEFITS: \$1,200 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

K. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR MANAGEMENT

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Managers are not covered by a collective bargaining agreement, the El Camino Community College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Management salary proposal before it is finally approved by the Board of Trustees. This is known as the "El Camino College Management Salary Proposal Notification Component of the Statewide Criteria and Standards." This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Management. The "Management Salary Proposal Notification Component of the Statewide Criteria and Standards" includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

L. APPROVAL BY THE BOARD OF TRUSTEES: MANAGEMENT SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Management a 3.80% on-scale salary increase effective January 1, 2003. The total salary schedule change effective January 1, 2003, is 3.80%, as shown on pages 30-31.

Management Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal Management, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Management salary proposal prior to approval by the Board of Trustees.

For Management, the recommended salary proposal is as follows:

- I. Summary: (Major provisions that affect compensation)
 - A. COMPENSATION:

Effective January 1, 2003, a 3.80% on-scale increase shall be provided to Administrators. The cost of the 3.80% salary increase is \$ 73,200 (1/2 year amount); or \$146,375 annually thereafter.

B. BENEFITS:

\$13,200 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

M. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR SUPERVISORS

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Supervisors are not covered by a collective bargaining agreement, the El Camino Community College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Supervisor salary proposal before it is finally approved by the Board of Trustees. This is known as the “El Camino College Supervisor Salary Proposal Notification Component of the Statewide Criteria and Standards.” This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Supervisors.

The “Supervisor Salary Proposal Notification Component of the Statewide Criteria and Standards” includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

N. APPROVAL BY THE BOARD OF TRUSTEES: SUPERVISOR SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Supervisors a 3.80% on-scale salary increase effective January 1, 2003. The total salary schedule change effective January 1, 2003, is 3.80%, as shown on pages 32-34.

Supervisor Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Supervisors, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Supervisors' salary proposal prior to approval by the Board of Trustees.

For Supervisors, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2003, a 3.80% on-scale increase shall be provided to supervisors. The cost of the 3.80% salary increase is \$ 17,825 (1/2 year amount); or \$35,650 annually thereafter.

B. BENEFITS:

\$3,225 (annual) for changes in health & welfare provisions; added cost of for OASDI, PERS, and other required District contributions.

O. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR CONFIDENTIAL EMPLOYEES

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Confidential Employees are not covered by a collective bargaining agreement, the El Camino Community College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Confidential Employees salary proposal before it is finally approved by the Board of Trustees. This is known as the "El Camino College Confidential Employee Salary Proposal Notification Component of the Statewide Criteria and Standards." This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Confidential Employees.

The "Confidential Employee Salary Proposal Notification Component of the Statewide Criteria and Standards" includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

P. APPROVAL BY THE BOARD OF TRUSTEES: CONFIDENTIAL EMPLOYEE SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Confidential Employees a 3.80% on-scale salary increase effective January 1, 2003. The total salary schedule change effective January 1, 2003, is 3.80%, as shown on page 35.

Confidential Employees Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Confidential Employees, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Confidential Employees' salary proposal prior to approval by the Board of Trustees.

For Confidential Employees, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2003, a 3.80% on-scale increase shall be provided to confidential employees. The cost of the 3.80% salary increase is \$8,925 (1/2 year amount); or \$17,825 annually thereafter.

B. BENEFITS: \$1,625 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

Q. 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:

Nancy Back
Michael Lewis
Jillian McCoy

David L. Porter
Wayne Smith
Merriel Winfree

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF INSTITUTIONAL RESEARCH

BASIC FUNCTION:

Under the direction of the Dean of Planning, Research and Development performs statistical and analytical institutional research; provides information or research for decision-making and institutional planning; and provides technical support to faculty, administrators and staff regarding research design, survey development and test validation.

REPRESENTATIVE DUTIES:

Develop, plan, direct and supervise the Office of Institutional Research.

Develop institutional research designs and apply appropriate computer tools, statistical measures and data collection techniques.

Design and direct institutional research studies.

Identify primary institutional, local, state and national demographics, economic trends in research, education, business community and student characteristics, and other fields important to the institution.

Design, maintain, manipulate and query specialized databases and information systems to support research.

Organize and present research-based information, analysis, and interpretation clearly and effectively, in narrative, tabular, graphical and oral modes.

Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.

Provide technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities.

Evaluate and respond to requests originating inside and outside the institution; work with requesters to clarify their needs and optimize the utility of research results for them and for the District.

Organize, prioritize, and execute work on a multitude of research-related requests from both internal and external sources.

Develop and administer the office budget.

Train, supervise, and evaluate the performance of assigned staff.

KNOWLEDGE AND ABILITIES:

Must have knowledge of and proficiency with: research theory and methodology; advanced applied statistics; technical report writing; survey design; personal, mainframe, and client server computer systems; and, be familiar with State and Federal accountability reporting requirements.

Requires the ability to: plan, organize, conduct and participate in analytical studies; establish and maintain cooperative working relationships with others; analyze and interpret complex data; communicate effectively orally and in writing; approach problems objectively and present findings, conclusions and recommendations clearly. Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs; meet schedules and timeframes; and apply research theory logically, creatively and reasonably in the educational setting.

EDUCATION AND EXPERIENCE:

Must have a Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.

DESIRABLE QUALIFICATIONS:

A Doctorate and relevant experience in an educational setting are preferred. At least 12 units of upper division or graduate semester units in research design and/or applied statistics is preferred.

Familiarity with mainframe database structures, and experience extracting data from mainframe to personal computers using query/programming languages.

Sensitivity to and understanding of students and staff with diverse academic, socioeconomic, cultural, and ethnic backgrounds, and disabilities.

Experience and familiarity with the community colleges.

WORKING CONDITIONS:

The person in this position may sit for extended periods of time using a personal computer with a vision display terminal (VDT) screen and may have to move from one work area to another as needed.

Administrative Salary Schedule - Range 10

Board Approved: April 19, 1999

Revised: December 9, 2002

December 9, 2002 Human Resources – Administrative Services 21

EL CAMINO COMMUNITY COLLEGE DISTRICT
MONTHLY AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS

Effective January 1, 2003

<u>CLASS</u>	<u>EDUC.</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	1,875 11.713	1,930 12.061	1,988 12.423	2,047 12.791	2,109 13.178
2.	AA	2,239 13.992	2,305 14.405	2,375 14.844	2,446 15.283	2,520 15.748
3.	BA	2,604 16.271	2,682 16.762	2,763 17.266	2,845 17.782	2,930 18.312
4.	BA+24	2,970 18.564	3,059 19.119	3,154 19.713	3,248 20.300	3,347 20.914

The Lead Child Development Center Teacher will be paid \$200 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: December 9, 2002

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON ACADEMIC YEAR BASIS
Effective January 1, 2003**

STEP	CLASS I BACHELOR DEGREE	CLASS II MASTERS DEGREE	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCTORATE
1					
2					
3					
4	45,706	48,436	51,170	53,901	56,631
5	47,688	50,418	53,147	55,878	58,610
6	49,671	52,397	55,128	57,859	60,594
7	51,646	54,379	57,109	59,845	62,572
8	53,627	56,354	59,089	61,819	64,548
9	55,607	58,339	61,068	63,799	66,529
10	57,588	60,318	63,046	65,780	68,511
11		62,298	65,027	67,759	70,487
12		64,277	67,008	69,745	72,463
13				71,719	74,451
14				73,699	76,430
20	59,414	66,104	68,835	75,525	78,258
24	61,240	67,901	70,662	77,353	80,083
28	63,068	69,756	72,490	79,181	81,912
**					
30	64,897	71,584	74,319	81,010	83,739

**** Anniversary increment as provided by Article X, Section 18**

Board approved: December 9, 2002

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON FISCAL YEAR BASIS
Effective January 1, 2003**

STEP	CLASS I BACHELOR DEGREE	CLASS II MASTERS DEGREE	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCTORATE
1					
2					
3					
4	59,422	62,972	66,524	70,073	73,624
5	61,995	65,543	69,102	72,652	76,199
6	64,572	68,122	71,670	75,224	78,772
7	67,154	70,713	74,247	77,797	81,347
8	69,722	73,276	76,823	80,369	83,921
9	72,297	75,851	79,448	82,950	86,498
10	74,873	78,421	81,975	85,525	89,070
11		81,001	84,551	88,100	91,648
12		83,572	87,122	90,676	94,221
13				93,252	96,799
14				95,824	99,370
20	76,700	85,399	88,948	97,649	101,199
24	78,526	87,225	90,776	99,476	103,024
28	80,355	89,054	92,603	101,303	104,853
*					
*					
30	82,183	90,881	94,432	103,132	106,680

**** Anniversary increment as provided by Article X, Section 18**

Board approved: December 9, 2002

APPENDIX D-3
SPECIAL RATES OF PAY FOR FACULTY
Effective January 1, 2003

RATE I \$49.05

Use for: Full-Time Faculty Substitute rate (Full-Time Faculty Substitute Rate for continuous substitute instruction/teaching in excess of two (2) weeks shall be at Rate I plus 15% of Rate I).

Part-Time Faculty Substitute rate.

Overload rate (Instruction only).

Clinical Psychologists.

Preparation for and conduct of instructional courses, workshops or seminars.

Instructional services assigned by the District on days not otherwise required as part of the Faculty Member's contract of service.

Consulting services of a technical/complex nature in which the Faculty Member coordinates or supervises the work of others, and/or has responsibility for oversight, reporting or accountability of a particular project or function.

RATE II \$36.79

Use for: Counselor, librarian, physician assistant, faculty coordinator, registered nurse and nurse practitioner duties, all of which involve student contact, in excess of 40 hours/per week during the academic year. See Article X, Section 13.

Substitute rate for counselors, librarians and nurses.

Assisting in the development of curriculum and conduct of research, if expressly approved in advance by the appropriate Vice President.

Administering or supervising assessment measures for students.

Conducting laboratory courses (e.g., computer laboratory, police and fire academy).

Certificated Tutors

Instructor of record for non-credit courses.

RATE III \$24.53

Use for: Special assignments not included in Rate I or II, such as student supervision (not as instructor of record).

December 9, 2002 Human Resources – Administrative Services – 25

**SALARY SCHEDULE FOR COACHING STIPEND
PER SEMESTER FOR ONE CLASS HOUR PER WEEK
(BASED ON 18-WEEK SEMESTER)**

Effective January 1, 2003

FT	\$2566 per year
PT	\$419 per week
FT Athletics	\$450 per week
FT 2 Teams	\$832 per week
PT Athletics	\$419 per week

CLASSIFIED SALARY SCHEDULE - EFFECTIVE JANUARY 1, 2003

Range	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Hourly Equivalent</u>
1	1551	1631	1707	1783	1868	8.95
2	1589	1664	1761	1827	1910	9.17
3	1631	1707	1783	1868	1958	9.41
4	1664	1761	1827	1910	2005	9.60
5	1707	1783	1868	1958	2051	9.85
6	1761	1827	1910	2005	2106	10.16
7	1783	1868	1958	2051	2156	10.29
8	1827	1910	2005	2106	2214	10.54
9	1868	1958	2051	2156	2259	10.78
10	1910	2005	2106	2214	2315	11.02
11	1958	2051	2156	2259	2371	11.30
12	2005	2106	2214	2315	2427	11.57
13	2051	2156	2259	2371	2492	11.83
14	2106	2214	2315	2427	2548	12.15
15	2156	2259	2371	2492	2614	12.44
16	2214	2315	2427	2548	2674	12.77
17	2259	2371	2492	2614	2740	13.03
18	2315	2427	2548	2674	2808	13.36
19	2371	2492	2614	2740	2877	13.68

20	2427	2548	2674	2808	2954	14.00
21	2492	2614	2740	2877	3020	14.38
22	2548	2674	2808	2954	3098	14.70
23	2614	2740	2877	3020	3174	15.08
24	2674	2808	2954	3098	3259	15.43
25	2740	2877	3020	3173	3340	15.81
26	2808	2954	3098	3259	3430	16.20
27	2877	3020	3173	3340	3505	16.60
28	2954	3098	3259	3430	3594	17.04
29	3020	3173	3340	3505	3687	17.42
30	3098	3259	3430	3594	3782	17.87
31	3173	3340	3505	3687	3876	18.31
32	3259	3430	3594	3782	3982	18.80
33	3340	3505	3687	3876	4082	19.27
34	3430	3594	3782	3982	4188	19.79
35	3505	3687	3876	4082	4291	20.22
36	3594	3782	3982	4188	4403	20.73
37	3687	3876	4082	4291	4516	21.27
38	3782	3982	4188	4403	4633	21.82
39	3876	4082	4291	4516	4755	22.36

40	3982	4188	4403	4633	4882	22.97
41	4082	4291	4516	4755	5004	23.55
42	4188	4403	4633	4882	5137	24.16
43	4291	4516	4755	5004	5269	24.76
44	4403	4633	4882	5137	5407	25.40
45	4516	4755	5004	5269	5543	26.05
46	4633	4882	5137	5407	5695	26.73
47	4755	5004	5269	5543	5834	27.43
48	4882	5137	5407	5695	5993	28.17
49	5004	5269	5543	5834	6137	28.87
50	5137	5407	5695	5993	6308	29.64
51	5269	5543	5834	6137	6470	30.40
52	5407	5695	5993	6308	6643	31.19
53	5543	5834	6137	6470	6808	31.98

* Longevity Increments

Add \$ 75 per month to step after 20 years of service

Add \$150 per month to step after 25 years of service

Board Approved: December 9, 2002

ADMINISTRATOR SALARY SCHEDULE – EFFECTIVE JANUARY 1, 2003

RANGE/TITLE	Step 1	Step 2	Step 3	Step 4	Step 5
Range 1	48,310	49,806	51,346	52,942	54,557
Range 2	49,806	51,346	52,942	54,557	56,198
Range 3 Planetarium Director	51,346	52,942	54,557	56,198	57,868
Range 4	52,942	54,557	56,198	57,868	59,625
Range 5 Assistant Director of Development, Annual & Alumni Giving	54,557	56,198	57,868	59,625	61,412
Range 6	61,630	63,532	65,436	67,396	69,429
Range 7 Assistant Director, Bookstore Project Director, Regional Interpreter Training Grant Assistant Director, Small Business Development Center Director, Education & Community Development	67,076	68,965	71,434	73,918	76,401
Range 8 Director, Center for Applied Competitive Technologies (CACT) Assistant Director for Construction & Maintenance Assistant Director for Grounds and Operations Director, Accounting Director, Child Development Center Assistant Director EOP&S/CalWORKS Director of Outreach & School Relations	70,389	72,509	74,803	77,418	80,031
Range 9	72,581	74,833	77,128	79,438	81,832
Range 10 Director, Institutional Research	74,833	77,128	79,438	81,832	84,287
Range 11 Director, Small Business Services Director, Technical Education Director Workforce Education Director, Workplace Learning Resource Center Assistant Director Admissions & Records Cal Works & Career Placement Services Director Director of EOP&S/CalWORKS	77,128	79,438	81,832	84,287	86,816

Director, International Business Development
 Director, Bookstore
 PACE & Week-end College Director
 Director, Public Information
 Director, Risk Management
 Director, Student Development
 Director of Inglewood Center

Range 12	81,296	83,808	86,336	88,906	91,114
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Range 13	83,808	86,336	88,906	91,114	94,338
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Assistant Director, Human Resources
 Assistant Director, Information Technology Services
 Director, Financial Aid & Scholarship
 Director, Nursing
 Director, Purchasing and Business Services
 Director, Special Resource Center
 Director, Staff and Student Diversity
 Division Director
 Executive Director, El Camino Center for the Arts
 Director of Grants Development & Management

Range 14	88,486	91,247	93,978	96,794	99,713
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Range 15	91,247	93,978	96,794	99,713	102,691
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Chief of Police and Director of Public Services Instructional Programs
 Director, Admissions & Records

Range 16	96,286	99,191	102,140	105,218	108,370
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Business Manager
 Dean
 Director, Facilities, Planning & Services
 Director, Human Resources

Director, Information Technology Services
 Executive Director, Foundation
 Project Director (California Virtual College Grant)

Range 17	99,191	102,140	105,218	108,371	111,623
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Range 18	102,140	105,218	108,371	111,623	114,964
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SUPERVISOR SALARY SCHEDULE - EFFECTIVE JANUARY 1, 2003

Range	TITLE	Step A	Step B	Step C	Step D	Step E
1		2545	2670	2805	2945	3091
2		2604	2739	2878	3021	3174
3		2670	2805	2945	3091	3249
4		2739	2878	3021	3174	3330
5		2805	2945	3091	3249	3419
6		2878	3021	3174	3330	3512
7		2945	3091	3249	3419	3588
8		3021	3174	3330	3512	3690
9		3091	3249	3419	3588	3774
10	Custodial Supervisor	3174	3330	3512	3690	3882
11		3249	3419	3588	3774	4011
12		3330	3512	3690	3882	4079
13	Head Custodial Operations Supervisor Shipping & Receiving Supervisor	3419	3588	3774	4011	4184
14		3512	3690	3882	4279	4290
15	Grounds/Operations Supervisor Operations Supervisor	3588	3774	4011	4184	4396
16	Bookstore Supervisor Industry & Technology Technical Supervisor Production Services Supervisor Testing Office Supervisor Vocational Education Coordinator	3690	3882	4079	4290	4512
17	Placement Office Supervisor	3774	4011	4184	4396	4626

18	Grounds Supervisor Planetarium Manager Theatre Manager	3882	4079	4290	4512	4749
19		4011	4184	4396	4626	4871
20		4079	4290	4512	4749	5004
21	Admissions & Records Supervisor Business Coordinator (SBDC) Computer Operations Supervisor Electrical Supervisor HVAC/Plumbing Supervisor Instructional Services Supervisor Manager of Campus Building Inspection Science Technical Supervisor	4184	4396	4626	4871	5125
22		4290	4512	4749	5004	5264
23		4396	4626	4871	5125	5395
24	Senior Accounting Supervisor Staff Development Coordinator Theatre Production Manager	4512	4749	5004	5264	5539
25	Facilities Services Supervisor	4626	4871	5125	5395	5683
26	Campus Police Sergeant Senior Facilities Supervisor Technical Services Supervisor	4749	5004	5264	5539	5823
27	Financial Aid Supervisor DSPS Support Services Supervisor Facilities Systems Supervisor	4871	5125	5395	5683	5969
28	Booking/Promotion Manager Alternate Media Technology Supervisor	5004	5264	5539	5823	6196

29		5125	5395	5683	5969	6352
30		5264	5539	5823	6196	6511
31		5395	5683	5969	6352	6672
32		5539	5823	6196	6511	6839
33		5683	5969	6352	6672	7012
34		5823	6196	6511	6839	7188
35	Network Support Supervisor	5969	6352	6672	7012	7364

NOTE: Longevity: Add \$75 per month to step after 20 years of service.
Add \$150 per month to step after 25 years of service.

Board Approved: December 9, 2002

CONFIDENTIAL SALARY SCHEDULE – EFFECTIVE JANUARY 1, 2003

RANGE	TITLE	Step A	Step B	Step C	Step D	Step E
4 (24)	Human Resources Technician I Human Resources Assistant	2832	2980	3129	3289	3461
5 (25)	Secretary	2908	3061	3210	3377	3555
6 (26)	Human Resources Technician II	2980	3129	3289	3461	3644
7 (27)	Administrative Assistant I	3061	3210	3377	3555	3726
8 (28)	Human Resources Technician III	3129	3289	3461	3644	3820
9 (29)	Employee Relations Specialist	3210	3377	3555	3726	3920
10 (31)	Administrative Assistant II	3377	3555	3726	3920	4131
11 (33)	No Current Position	3555	3726	3920	4131	4342
12 (35)	Assistant to Vice President	3726	3920	4131	4342	4567
13 (44)	Assistant to Superintendent	4686	4938	5195	5467	5758

Longevity: Add \$75 per month to step after 20 years of service: \$150 per month to after 25 years of service.

Board Approved: December 9, 2002

A G R E E M E N T

between

EL CAMINO COLLEGE DISTRICT

and

EL CAMINO COLLEGE FEDERATION OF TEACHERS

for the

CHILD DEVELOPMENT CENTER

July 1, 2003
through
June 30, 2006

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AGREEMENT

This Agreement is made and entered into this 23rd day of October 2002, by and between the El Camino Community College District, hereinafter referred to as the "District" and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO, hereinafter referred to as the "Federation."

Article I RECOGNITION

Pursuant to the Memorandum of Agreement dated January 9, 1995, (Appendix A) the District hereby acknowledges the Federation as the exclusive bargaining representative for the Child Development Center Teachers and Child Development Center Lead Teachers, hereinafter collectively referred to as "CDC Teachers." Board of Trustee approved position descriptions are set forth in Appendix B. Excluded from this agreement are all other employees of the District including instructional and non-instructional faculty, management employees, temporary on-call or substitute employees, and all employees holding positions not requiring certification qualifications.

Article II RIGHTS OF THE DISTRICT

Except as limited specifically by the express terms of this Agreement, the District retains all of the rights and authority conferred upon it by the laws of the State of California to direct, manage, and control the affairs of the District.

Article III RIGHTS OF THE FEDERATION

Section 1 - Payroll Deductions

The District will deduct from the pay of the CDC Teachers covered by this Agreement Federation dues or representation fees.

All CDC Teachers who do not select to be members of the Federation shall have the reduced service representation fee withheld from their salary, beginning with their first paycheck after commencement of assigned duties, unless other arrangements are made at least two weeks prior to the CDC Teacher's first paycheck.

Any CDC Teacher who qualifies as a religious objector, being a member of a religious body whose traditional tenets include objections to joining or financially supporting employee organizations, shall not be required to join or pay the service fee. Such CDC Teacher shall pay an amount equal to the service fee to one of the following non-religious, non-labor, charitable funds:

- El Camino College Foundation
- ECCFT Scholarship Fund
- Associated Students Scholarship Fund

Section 2 - Communications

The Federation shall have the right to use designated bulletin boards solely for the purpose of posting notices of its activities and shall have the right to use teacher mailboxes for communication purposes. The exercise of these rights is subject to applicable District regulations.

Section 3 - Copies of the Agreement

The District, at its expense, will provide copies of this Agreement to each CDC Teacher presently employed, each newly hired CDC Teacher, and will provide the Federation with five (5) copies thereof.

Section 4 - Personnel Roster

The District will furnish the Federation at least twice a year with an updated listing of the names, mailing addresses and, if approved by the CDC Teacher, home phone numbers of all CDC Teachers.

Section 5 - Reassigned Time

The District will release one unit member from duty for the purpose of negotiations and representing the Federation when the negotiating session is scheduled on duty time. The Federation shall inform the District at the beginning of each semester which employee will be released from childcare duties to attend meetings necessary for negotiations and/or grievance proceedings.

Article IV

CLASSIFICATION OF CHILD DEVELOPMENT TEACHERS

The District shall classify each CDC Teacher as a certificated employee covered under the terms of this Agreement based on California Education Code Section 79120 and the provisions of Chapter 2, commencing with Section 8200 Child Care and Development Services Act.

For clarification purposes, the following California Education Code Section 8208(af) definition of "Teacher" is applicable: "A person with the appropriate permit issued by the Commission on Teacher Credentialing who provides program supervision and instruction which includes supervision of a number of aides, volunteers, and groups of children."

Article V
HOURS AND WORKING CONDITIONS

Section 1 - Employment Definitions

(a) **Full-Time:** A CDC Teacher employed on a fiscal year basis. The provisions of this agreement pertaining to vacations and holidays shall apply. A full-time CDC Teacher will be considered probationary for the first three (3) years of service with the District. Thereafter, the CDC Teacher will be classified as permanent.

(b) **Part-Time:** A CDC Teacher regularly scheduled for no more than twenty-four (24) hours per week.

Section 2 - Weekly Hours of Service

The Child Development Center operates throughout the calendar year. CDC Teachers shall be scheduled to work forty (40) hours per week. The normal workweek for a full-time CDC Teacher shall consist of five (5) eight (8) hour days per week. An alternative schedule may be established upon mutual agreement of the employee and the CDC Director or Division Dean.

Section 3 - Release Time

The CDC Director or the Division Dean must approve all released or reassigned time in advance. Released or reassigned time must be served on campus or at a location specified in the grant or other program for which such time is released or reassigned.

Section 4 - Professional Obligations

Within the assigned duties, a full-time CDC Teachers will be expected to attend special meetings and functions such as open house, training workshops, mentor the District's practicum students (see Appendix C), etc., in support of the instructional philosophy of the Child Development Program. CDC Teachers will mentor no more than two (2) students per semester. CDC Teachers will be expected to meet all professional obligations, and follow CDC procedures in caring for children not picked up by the parent prior to the Center's 5:30 p.m. closing time.

Part-time CDC Teachers who are required to attend special meetings and functions such as open house, training workshops, mentor the District's practice students (see Appendix C), etc., in support of the instructional philosophy of the child Development Program, outside of their regular scheduled hours, will be compensated at their regular rate of pay. A part-time CDC Teacher will mentor no more than one (1) student per semester.

Article VI
COMPENSATION

CDC Teachers shall be compensated on the basis of a monthly salary schedule set forth in Appendix D. On January 1st of each year, the District will adjust the amounts set forth in Appendix D and other rates of pay by the adjusted COLA as described in Appendix E.

Section 1 - Compensatory Time Off

Pending the approval of the CDC Director, when a CDC Teacher works greater than forty (40) hours per week, the CDC Teachers shall be granted one and one-half (1-1/2) times compensatory time off. Compensatory time off shall be used within sixty (60) days of accrual.

Section 2 - Initial Salary Placement

Newly hired CDC Teachers shall be placed on the appropriate step and class of the salary schedule.

Section 3 Retirement and other Deductions

CDC Teachers will be contributing members of the State Teachers Retirement System (STRS) or may remain in PERS if they already are contributing members and, where applicable, deductions will also be made for Social Security and Medicare.

Article VII
LEAVES OF ABSENCE

Section 1 - Paid Leaves

The District shall grant paid leaves of absence to Full-Time CDC Teachers for: bereavement, sickness, expanded use of sick leave, industrial accident and illness, judicial and official appearances, quarantine, personal necessity, jury duty and military leave in accordance with applicable codes and law. Part-Time CDC Teachers shall be granted the same paid leaves of absence as Full-Time CDC Teachers except for jury duty leave, which shall be non-paid.

A paid leave of absence shall mean salary continuance for the CDC Teacher's normal assignment for the day paid with full credit for all District benefits to which the CDC Teacher is entitled and service credit. A CDC Teacher regularly employed on a part-time assignment shall be paid for compensable leaves on the basis of the average number of hours worked, excluding compensatory time off, during the quarter preceding the quarter in which such leave occurs.

Section 2 - General Conditions

A CDC Teacher who has cause to request a paid leave of absence shall make a written request for such leave to the Child Development Center Director or Division Dean as far in advance as possible. The request or application for leave shall state the leave category requested, the reason(s) necessitating the Teacher's absence, and the estimated duration of the absence. Approval of the leave shall be in writing signed by the CDC Director or Division Dean. If

denied, the CDC Teacher will be provided with a written statement giving the reason for such denial.

The District may require a CDC Teacher to submit evidence, satisfactory to the District, to justify the CDC Teacher's request for leave of absence. Such evidence may include, but shall not be limited to, a physician's statement, a copy of the subpoena, or a notice of jury service.

A CDC Teacher who fails to return to duty upon completion of a paid leave of absence, and who is not on an approved subsequent leave of absence may be dismissed by the District, unless the CDC Teacher was unable, due to causes beyond his or her control, to return to duty, in which event the CDC Teacher must report the circumstances in writing to the District as soon as the teacher is able to do so.

Section 3 - Bereavement Leave

A CDC Teacher may be absent from duty without loss of pay not to exceed three (3) days, or if travel beyond 200 miles one way is required, not to exceed five (5) duty days, to attend funeral or memorial services or to attend to the affairs of the decedent as a result of the death of a member of the Teacher's immediate family.

If an additional period of absence from duty is required for this purpose, a CDC Teacher may be granted additional bereavement leave, which shall be charged as personal necessity leave to the extent that such leave is available to the CDC Teacher as provided in Section 11 of this Article.

"Immediate Family" is defined as the mother, father, grandmother, grandfather, or grandchild of the CDC Teacher or of the spouse of the CDC Teacher; or the spouse, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law of the CDC Teacher, or any other person living in the immediate household of the CDC Teacher. Persons other than those noted above, such as an aunt or an uncle, who have been reared by or with the CDC Teacher will be considered members of the CDC Teacher's immediate family for the purposes of bereavement leave as well as any person who is or has been in a guardian-type relationship with the CDC Teacher.

Section 4 - Sick Leave

(a) Accrual of Sick Leave Benefits

(1) Each CDC Teacher employed full-time on a fiscal year basis shall be entitled to twelve (12) days for sick leave benefits with pay for illness or injury for each fiscal year of service. A CDC Teacher employed full-time for less than a full fiscal year is entitled to that portion of the twelve (12) days sick leave per fiscal year of service as the number of months the CDC teacher is employed bears to twelve (12). A CDC Teacher regularly employed on a part-time assignment shall be entitled to the same ratio of sick leave benefits as a full-time employee as the number of hours worked bears to the number of hours in a full time (forty (40) hours per week) work schedule. (2) A newly hired CDC Teacher shall be entitled to use only that portion of sick leave award which has been accrued for

each month of service actually rendered and may not take full sick leave for the fiscal year until the first day of the calendar month after the employee has completed the first six (6) months of active service with the District.

(3) There shall be no maximum on the number of sick leave days a CDC Teacher may accrue. The full amount of unused annual sick leave shall be accumulated from year to year.

(4) A CDC Teacher may use sick leave at any time during the year; however, a CDC Teacher leaving the District during a fiscal year who has used sick leave for that year will be required to reimburse the District for the value of the difference between the number of sick leave days actually accrued for each month of active service in the year and the actual number of sick leave days used, if any.

(5) Sick leave credit received by transfer from a previous employing California school district of a newly hired CDC Teacher shall be accepted and credited to the CDC Teacher's sick leave account with the District if the CDC Teacher has been employed by such district for a period of one (1) calendar year or more and accepts a position with the District within twelve (12) months of termination from the previously employing district.

(6) All accumulated sick leave shall be cancelled upon termination of service with the District except that accumulated sick leave may be transferred to a subsequent employing California school district or towards retirement as provided by law.

(b) Difference Pay

A CDC Teacher who is absent from assigned duties because of an accident or illness, beyond the CDC Teacher's entitlement to sick leave, for a period of one hundred (100) work days or less, shall have deducted from the salary due the CDC Teacher for that portion of the one hundred (100) day period not covered by sick leave accumulated from prior years of service, the salary paid to the substitute employed to fill the CDC Teacher's position during the CDC Teacher's absence, or if no substitute was employed, the minimum salary which would have been paid to the substitute had a substitute been employed. Any portion of a day is to be considered one (1) day.

Section 5 - Industrial Accident or Illness Leave

A CDC Teacher or someone else on the CDC Teacher's behalf, shall report any accident or illness of a CDC Teacher arising out of employment to the CDC Director or Dean as soon as possible, but at least within 24 hours of the occurrence.

A CDC Teacher who receives a temporary disability payment for such accident or illness under Workers' Compensation shall remit such payment for any period of time while on any paid disability leave to the District. Such obligation shall be limited to the amount payable by the District for such period.

A CDC Teacher who becomes disabled due to an illness or injury arising out of and during the course of employment with the District, shall be granted paid industrial accident or illness leave

for the period of time the CDC Teacher is unable to render service to the District, not to exceed sixty (60) working days per fiscal year for the same accident, except when any industrial accident occurs at a time when the full sixty (60) days will overlap into the next fiscal year. The CDC Teacher shall be entitled to only that amount remaining at the end for the fiscal year in which the injury or illness occurred, for the same illness or injury. Such leave shall be granted prior to the award of other paid District disability leave benefits for which the CDC Teacher is eligible.

Upon exhausting benefits provided under this subsection, a CDC Teacher who continues to be disabled shall be entitled to other paid leave benefits as shown below, provided that all such leave benefits paid shall not, when combined with any temporary disability award under Workers' Compensation, exceed 100% of the CDC Teacher's regular salary.

Beginning on Date of Disability

<u>60 Days</u>	<u>Industrial Accident Leave or Illness Leave</u>
<u>100 Days</u>	<u>(1) Awarded Sick Leave for Current Year</u>
	<u>(2) Accumulated Sick Leave for Prior Year(s)</u>
	<u>(3) Difference Pay</u>

A CDC Teacher receiving benefits under this subsection shall remain within the State of California, unless the District approves otherwise.

When a Workers' Compensation award is endorsed payable to the District, paid leave, other than industrial accident or illness leave, shall be charged that percentage that is produced by a quotient when dividing the CDC Teacher's pay for the CDC Teacher's regular assignment, less the amount signed over, by the amount of pay for the CDC Teacher's regular assignment.

A CDC teacher shall be permitted to return to service after an industrial accident or illness only upon the presentation of a release from the authorized Workers' Compensation physician certifying the CDC Teacher's ability to return to the position without restrictions or detriment to the CDC Teacher's physical and emotional well being and in compliance with the Americans With Disabilities Act.

Section 6 - Extended Disability Unpaid Leave

If the CDC Teacher is still disabled at the conclusion of all available paid disability leave(s) and is unable to return to work, the following shall apply:

(a) If the CDC Teacher suffers an extended disability and is thereby unable to perform the assigned duties, the CDC Teacher may, upon exhaustion of paid leave status be granted an unpaid extended disability leave.

(b) The CDC Teacher's request for such unpaid leave shall be accompanied by a physician's statement as to the necessity of such leave and the estimated duration of the disability. The District may at its expense require that a physician selected by the District examine the CDC Teacher. In the event of a conflict in the findings of the two physicians, a third physician, mutually acceptable to the CDC Teacher and the District, shall be chosen and an

opinion solicited. The cost of such examination by a third physician shall be borne by the District.

(c) The period of such leave shall be determined by the medical condition of the CDC Teacher and the needs of the instructional program. Any such extended disability leave shall not exceed a period of twelve (12) calendar months. The District may grant an extension or extensions of such extended disability leave and such extension may proceed beyond the period herein specified. Any such extension is subject to the requirements stated in paragraph (b), listed above.

(d) Full-Time CDC Teachers granted extended disability unpaid leaves of absence of less than one-half of the working days in any month, as provided in paragraph (f) below shall have their medical, dental, and life insurance continued for that month and shall not be required to pay the District's portion of the cost of such insurance during such month.

(e) Full-Time CDC Teachers granted extended disability unpaid leaves of absence which exceed one half of the working days in any month, as provided in paragraph (f) below, may continue their medical, dental and life insurance for that month upon advance payment to the District of the full cost for such coverage. Continuation of insurance coverage for unpaid leaves of absence exceeding one-half of the working days in any month shall be subject to the provisions of the master insurance policies concerning the length of time that such coverage may be continued. A Full-Time CDC Teacher's monthly contract salary will be reduced pro rata for each day of unpaid leave. The daily reduction for CDC Teachers employed on an academic year basis will be based on the number of days of service required in any given year as provided in the CDC Teacher Guidelines.

Section 7 - Disability Release

The District may require a satisfactory written statement from a Board Certified or Board Eligible psychiatrist, physician, or clinical psychologist specializing in the area of concern and mutually agreed upon by the District and the CDC Teacher, releasing the CDC Teacher to return to all duties of the CDC Teacher's position, before the CDC Teacher returns to duty after the expiration of a disability leave. The CDC Teacher shall submit such statement to the CDC Director or Dean. The District may require additional health information to support the request to return to duty following absences due to illness, injury, pregnancy or other disability. A CDC Teacher may return to duty on a limited basis (less than normal daily hours) so long as the CDC Teacher can perform the duties assigned to the position proportionate to the number of hours worked.

Section 8 - Quarantine Leave

A CDC Teacher shall receive full salary during the period of quarantine by duly constituted governmental authority.

Section 9 - Judicial and Official Appearances

The District will grant a leave of absence to a Full-Time CDC Teacher for a judicial or other official appearance in a proceeding in which the District is a party so long as the CDC Teacher's appearance is determined by the District to be in support of the District's position in that proceeding.

Section 10 - Jury Duty Leave

A Full-Time CDC Teacher may be absent from duty without loss of pay as a result of having been called and appearing for jury duty, excluding a grand jury. In order to be eligible for the paid leave, the CDC Teacher is required to notify the Director of the Child Development Center as soon as the CDC Teacher receives notification of a call for jury service.

The District may refuse to grant paid leave for jury duty to the Full-Time CDC Teacher at any time when two (2) percent or more of the total number of employees of the District are on paid jury duty leave or if granting of leave would require suspending services in the CDC.

The CDC Teacher serving on jury duty, who receives pay from the District during such absence, shall be required to collect jury duty fees and remit such fees to the District.

The CDC Teacher shall be required to perform assigned service to the District during any workday or fraction thereof that the CDC Teacher is released from jury service, provided that a reasonable period of time shall be allowed for necessary travel.

Section 11 - Personal Necessity Leave

(a) A Full-Time or Part-Time CDC Teacher may be absent from duty without loss of pay for duty days not to exceed seven (7) days during any year and have the absence charged to the CDC Teacher's available sick leave account.

(b) For the purpose of qualifying for paid personal necessity leave, there shall be a compelling reason which required the CDC Teacher's absence from duty, which cannot be attended to outside of duty hours, and which shall be limited to one of the following reasons:

(1) Death of a member of the CDC Teacher's immediate family (as defined in Section 3 of this Article) when the number of days of the required absence exceeds the limit provided in Section 3 of this Article.

(2) An accident involving the CDC Teacher's person, property, or the person or property of a CDC Teacher's immediate Family (as defined in Section 3 of this Article) not otherwise chargeable to any other paid leave of absence for which the Faculty Member qualifies.

(3) The required appearance of the Faculty Member brought about as a result of a legal notice to appear as a witness before a government or judicial agency or court of law and not covered by Section 9 of this Article, or the CDC Teacher's appearance as a litigant in a legal action. If a witness fee is payable, such fee shall be demanded and collected by the Faculty Member and remitted to the District up to the CDC Teacher's prorated pay for such absence.

(4) The illness of a member of the CDC Teacher's immediate family (as defined in Section 3 of this Article) or the birth of a child to the spouse of the Faculty Member. See also Section 14 of this Article.

(5) An imminent danger as the result of flooding or fire or similar natural catastrophe to the personal residence of a Faculty Member.

(6) The observance by the Faculty Member of a holiday of the CDC Teacher's religion (see also Section 16).

(7) Other reasons which the Faculty Member cannot reasonably be expected to disregard and which have been submitted in writing and approved by the Dean.

Section 12 - Military Leave

Military leaves shall be granted in accordance with applicable law.

Section 13 - Expanded Use of Sick Leave

In accordance with Section 233 of the California Labor Code, CDC Teachers may use accrued sick leave during any calendar year, up to six (6) days per year, to attend to an illness of a child, parent, or spouse. These absences will be charged to the CDC Teacher's accrued sick leave account.

This section does not extend the maximum period of leave to which a CDC Teacher is entitled under the federal Family and Medical Leave Act or the California Family Rights Act, and it does not apply to the use of differential leave pursuant to Section 87780 of the California Education Code.

The use of accrued sick leave for purposes of this section is in addition to any accrued sick leave used for personal necessity pursuant to Section 11 of this Article.

Section 14 - Family Care and Medical Leave

The District is covered by the provisions of the federal Family and Medical Leave Act and the California Family Rights Act. Eligible CDC Teachers may apply for family care and medical leave pursuant to the District's policy adopted in accordance with such Acts.

Section 15 - Pregnancy, Family and Infant Care

NOTE: Some of the leaves of absence available under this section are unpaid leaves.

For general regulations on granting of leaves of absence for pregnancy and childbirth, refer to Section 87766 of the Education Code.

(a) Optional unpaid portion

The District may, upon application and approval, grant an unpaid pre-childbirth leave of absence to a pregnant employee prior to the period of actual disability.

(b) Utilization of Sick Leave

During the time the CDC Teacher is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth and recovery therefrom, she shall be permitted to utilize her accrued sick leave. This provision, which permits a paid leave to be taken while on an unpaid leave, is an exception to the general rule.

(c) Physician Certifications

A pregnant CDC Teacher who elects not to apply for an unpaid pre-childbirth leave shall be permitted to continue during pregnancy disability, provided that she can and does continue to perform the full duties and responsibilities of her position. The CDC Teacher must also supply to the District her physician's certification as to the beginning and ending dates of actual pregnancy-related disability for which sick leave is claimed, and a release form from the physician to return to work.

(d)Infant Care

After the period of disability, the CDC Teacher shall, upon written request, be placed on an unpaid status for purposes of infant care for the remainder of the academic year in which the childbirth occurred and this status may, at the discretion of the District, be extended for as much as two school years. Comparable unpaid leave for the purpose of infant care shall be made available to a CDC Teacher who is the parent of a newly-born child.

The CDC Teacher will retain her or his seniority rank and eligibility for step advancement and all such leaves shall run concurrently with family leave pursuant to federal and state law.

Section 16 - Non-Paid Leaves

The District shall grant unpaid leaves of absence to CDC Teachers for extended disability, religious holidays, or for any other reason, subject to the conditions set forth by the District (see Section 11).

Section 17 - Continuation Of Benefits While On Unpaid Leave Of Absence

(a) The District shall continue to provide medical, dental, vision and/or life insurance benefits, at District expense, for any CDC Teacher who is on an unpaid leave of absence commencing after the beginning of the Academic Year, on the same basis as such benefits were provided while the CDC Teacher was in paid status, through the last day of the calendar month following the calendar month in which the CDC Teacher was last in paid status. If the CDC Teacher chooses to continue such benefits after the last day of the calendar month following the calendar month in which the CDC Teacher was last in paid status, or if the CDC Teacher commences his or her unpaid leave at the beginning of the Academic Year, the CDC Teacher may continue coverage for such benefits at his or her own expense, at the premium contracted by the District, so long as the CDC Teacher files application for such continuation of enrollment with the Public Employees Retirement Service no later than the last day of the month following the month in which the unpaid leave commenced, or in the case of an unpaid leave of absence, commencing at the beginning of the Academic Year, no later than July 31 preceding the commencement of the unpaid leave. The CDC Teacher is responsible for payment of any dependent or other coverage as if in paid status. The District shall provide COBRA notices at the termination of benefits, as provided by law.

(b) Vacation shall not be accrued for any unpaid leave which exceeds one-half of the working days in any month.

(c) During the period of any unpaid leave of absence, the CDC Teacher shall not accrue sick leave. However, the CDC Teacher's sick leave accrued as of the commencement of such leave shall not be reduced.

Section 18 - Pay Reduction

A CDC Teacher's employment contract will be reduced pro rata for each day of unpaid leave. The proration shall be based on the number of working days in the CDC Teacher's assignment.

Article VIII
INSURANCE BENEFITS

Section 1 - Medical Plans

The District shall contribute the minimum payment required, in order to participate in CalPERS medical plan, toward payment of the premium of a medical plan selected by the eligible permanent CDC Teacher. The medical plan chosen by the CDC Teacher shall be one of those offered by CalPERS or other providers who contract with the District.

(a) The District shall provide as a supplemental benefit plan for each permanent CDC Teacher an amount equal to the difference between the minimum premium payment made by the District and the total cost of the medical plan selected by the CDC Teacher.

(b) The supplemental benefit plan is applicable to all eligible retirees ages 55 - 65 in accordance with Section 7 of this Article. The CalPERS system will deduct the monthly insurance premium only from the retiree's STRS or PERS retirement check and the District will reimburse the retiree for the cost of the employee's health insurance premium.

(c) The CDC Teacher may elect to have his/her eligible dependents covered under the medical plan the CDC Teacher selects. If the CDC Teacher selects either of the two CalPERS PPO/indemnity plans offered by the District, the CDC Teacher shall pay thirty percent (30%) of the cost of such dependent coverage and the District shall pay the remaining seventy percent (70%) of such cost. If the CDC Teacher selects any of the CalPERS HMO plans offered by the District, the District will pay one hundred percent (100%) of the coverage.

(d) A CDC Teacher whose spouse is a District employee and who selects PERSCare or PERSChoice medical plans may opt to have one (1) medical plan which covers both the employee and the employee's spouse. The District shall pay the difference between two- (2) party and family coverage in order to equalize the paid coverage for this situation. Under this option, an employee spouse would not select his/her own coverage but would opt to be covered under the CDC Teacher Primary Coverage.

(e) CDC Teachers may, during the CalPERS open enrollment period in the month of May each year, change plan coverage effective January 1 of each such year.

(f) CalPERS coverage begins on the first of the month following the first day the CDC Teacher is in paid status. Thus, a CDC Teacher whose first day in paid status occurs on August 10 of any year will have coverage beginning on September 1 of that year. The CDC Teacher's coverage continues until the first of the month following a full calendar month after the month in which the CDC Teacher's last day in paid service occurs. Thus, a CDC Teacher whose last day in paid status was March 10 of any year will have coverage through the month of April. Coverage for the dental plans and the vision plan begins and ends in the same manner.

Section 2 - Dental Plans

The District will continue to maintain its current dental plans for all Full-Time CDC Teachers and will continue to pay the monthly premium cost of the CDC Teacher's coverage. If the CDC Teacher selects the Delta Dental Plan and elects to cover his/her eligible dependents by such plan, the CDC Teacher will pay thirty percent (30%) of the cost of such dependent coverage and the District will pay seventy percent (70%) of such cost. If the CDC Teacher selects the Continental Dental Plan and elects to cover the CDC Teacher's eligible dependents by such plan, the District will pay the entire cost of the dependent coverage.

Section 3 - Vision Plan

The District will continue to maintain its current Vision Service Plan for Full-Time CDC Teachers and will pay the entire monthly premium cost for the CDC Teacher's coverage. If the CDC Teacher elects to have his/her eligible dependents covered by the Plan, the CDC Teacher will pay thirty percent (30%) of the cost of such coverage and the District will pay seventy percent (70%) of the cost of such coverage.

Section 4 - Life Insurance - AD&D

The District will maintain its life insurance and accidental death and dismemberment insurance plan. The District will pay for the cost of such coverage.

Section 5 - Short-Term Disability Income Insurance

The District will continue to make available to Full-Time CDC Teachers a short-term disability income insurance plan. The CDC Teacher who elects coverage by this plan shall pay the entire cost of such coverage.

Section 6 - Tax-Sheltered Annuity

The District will pay Four Hundred Twenty Dollars (\$420.00) at the end of each full year of completed service to each Full-Time CDC Teacher not electing dependent medical, dental, and vision insurance coverage for such year. The CDC Teacher may, pursuant to Internal Revenue Code regulations, use this sum for a tax-sheltered annuity contribution.

Section 7 - Retiree Medical Insurance

(a) The District will provide medical insurance only for any Full-Time CDC Teacher who retires pursuant to the regulations of the California State Teacher's Retirement System after reaching age fifty-five (55), from the time of retirement until reaching age sixty-five (65) and provided the CDC Teacher remains in retired status. Regarding dependent coverage for retirees, the District will also make available to such a retiree medical insurance and dental insurance for eligible dependents with the cost of such coverage to be borne by the retiree, provided such option for dependent coverage is made when the retiree is first eligible.

(b) The District shall offer to all eligible retirees sixty-five (65) years and older, the one-time opportunity to participate in the CalPERS medical plan. Retirees who choose not to participate in CalPERS when this one-time offer is made, relinquish all future rights to participate in CalPERS. The District shall contribute the same minimum payment as specified in Section 1 of this Article for an eligible retiree who elects to participate. The retiree shall be responsible for the cost of the medical coverage equal to the difference between the District's payment and the total cost of the selected medical plan.

Section 8 - Refund Of Premiums

In the event there is a refund of insurance premiums paid, the refund shall be applied to the District's cost for the subsequent year.

Section 9 - Voluntary Tax-Sheltered Annuities

A Full-Time CDC Teacher may, subject to the provisions of the Internal Revenue Code, the California Revenue and Taxation code, and the Education Code, voluntarily elect to purchase a tax-sheltered annuity or annuities and enter into an amendment of his/her contract of employment for this purpose and effect a corresponding reduction in salary.

Section 10 - Voluntary Employee Organization Insurance Plans

Where such deduction has been requested by the CDC Teacher in a revocable written authorization, the District shall deduct monthly payments of premiums for a group life or disability insurance plan available to the CDC Teacher as a result of membership in any employee organization. The written authorization or revocation notice shall be on file with the District at least thirty (30) days in advance.

Section 11 - Disability Coverage

Any Full-Time CDC Teacher who has completed ten (10) or more years of service with the District and who is determined by the California State Teacher's Retirement System to be totally disabled and is awarded disability benefits by the California State Teacher's Retirement System, shall be eligible to continue medical coverage in the District's medical insurance plans available to CDC Teachers with the cost of such coverage to be borne by the disabled individual. The disabled individual must elect to continue such coverage at the time District sponsored coverage would otherwise lapse. Such coverage will remain in effect, subject to the payment of the premium cost by such disabled individual, until the individual attains the age of sixty-five (65) or chooses at an earlier age to discontinue making payment.

Section 12 - Part-Time CDC Teacher Benefits

(a) **Medical** Effective January 1, 2002, the District will provide \$20,000 to provide for reimbursement for medical insurance premiums. This amount, if not used in full, will be carried over to the next calendar year. It will be included as an "increased cost of medical benefits" in the "Adjusted COLA" formula (Appendix E). The \$20,000 contribution shall be made annually in future years, unless different terms are negotiated in future negotiations.

(b) **Retirement** The Part-Time CDC Teacher shall contribute four percent (4%) of pay to the STRS Cash Balance Plan and the District shall contribute five percent (5%) of the Part-Time CDC Teacher's pay to the STRS Cash Balance Plan.

Article IX
VACATION

Section 1 - Allowance

Full-Time CDC Teachers employed on a fiscal year basis shall be entitled to twenty (20) workdays of vacation each year. Such Teachers shall also be entitled to bonus vacation days during any fiscal year if the Teacher has twenty-five (25) or more days of sick leave accrued as of June 20 of the prior fiscal year. The CDC Teacher shall be entitled to one (1) day of vacation in the subsequent year for each full twenty-five days of such leave accrued as of June 30 of the prior year with a maximum of five (5) bonus vacation days in any one year.

Section 2 - Accrual

Vacation time will be accrued on a monthly basis with full credit for each completed calendar month of service in which the CDC Teacher is in paid status for a minimum of one-half of the working days in such month. A CDC Teacher who is in paid status for less than one half of the working days in a calendar month shall accrue vacation credit at a rate of .03846 time ratio for the CDC Teacher's total annual vacation allowance to ten (10) times each regular hour the CDC Teacher was on paid status.

Section 3 - Accumulation

Each July eligible CDC Teachers will be notified by the District of their June 30 accrued vacation credits. No more than thirty (30) days of that June 30 accrued vacation credited may be continued beyond December of that year. Under this procedure those June 30 vacation days in excess of thirty (30) at the close of the business on December 31 each year will be paid to the Teacher at his or her current rate of pay and the total vacation credits reduced to thirty (30) days, except for any additional vacation days which may have been accrued, but not used for service since that June 30.

Section 4 - Scheduling

A CDC Teacher shall submit a request in writing to the CDC Director or Division Dean for vacation time as far in advance as feasible. If the Child Development Center's work load is such that certain periods of the year are critical, the Director may block out those periods for vacations provided that the periods so blocked out do not exceed a total of ninety calendar days in any given year.

Section 5 - Termination

Upon leaving the employment of the District, a CDC Teacher shall be entitled to lump-sum compensation for all earned and unused vacation at the CDC Teacher's current salary. Time off for earned and unused vacation may not be taken in lieu of payment following the last full day worked.

Article X
HOLIDAYS

The District will observe the following holidays without loss of pay to CDC Teachers employed on a fiscal schedule:

<u>New Year's Day</u>	<u>Labor Day</u>
<u>Martin Luther King, Jr. Day</u>	<u>Veteran's Day</u>
<u>Lincoln's Day</u>	<u>Thanksgiving Day</u>
<u>Washington's Day</u>	<u>Day after Thanksgiving</u>
<u>Memorial Day</u>	<u>Christmas Day</u>
<u>Independence Day</u>	

Two (2) additional holidays in accordance with the adopted calendar.

If a holiday listed above falls on a Sunday, the following Monday shall be observed as the holiday; similarly, if a holiday listed above falls on a Saturday, the preceding Friday shall be observed as the holiday. If Independence Day falls on Friday or Saturday, the preceding Thursday shall be observed.

Article XI EVALUATIONS

Probationary CDC Teachers shall be evaluated at least once per calendar year. Permanent CDC Teachers shall be evaluated at least once every two (2) years. See Appendix F for evaluation forms.

Article XII EDUCATIONAL REIMBURSEMENT PROGRAM

The District will reimburse 100% of the enrollment fees, student body I.D. fee, and applicable health fees of permanent CDC Teachers, their spouses and/or legal dependents to attend El Camino College under the conditions outlined in Appendix G.

Article XIII GENERAL PROVISIONS

Section 1 - Non-Discrimination

The District and the Federation agree not to discriminate against any CDC Teacher on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, physical or mental disability, or service as Vietnam era veteran.

Section 2 - Personnel Files

There shall be one official District personnel file for each CDC Teacher and the CDC Teacher shall have the right to inspect the file upon written request. The material in the file shall be made available for inspection by the CDC Teacher to whom the file pertains except ratings, reports or records that were (1) obtained prior to the employment of the CDC Teacher, (2) prepared by

identifiable selection committee members, or (3) obtained in connection with a promotional evaluation.

Any item to be placed in the file shall be clearly identified as to its source or originator and its date of receipt by the District.

Information that could impact the evaluation of the CDC Teacher, except that listed in the first paragraph of this section, shall not be entered or filed unless and until the CDC Teacher is given notice and an opportunity to review and comment thereon.

Section 3 - Right to Representation

Upon the request of the CDC Teacher, the District shall afford the CDC Teacher the right to have a Federation representative present at meetings involving the CDC Teacher and District that could result in negative consequences to the CDC Teacher's employment. This request may be made prior to or during the meeting. The District and the Federation will cooperate to schedule such meeting.

Section 4 - Home Address/Telephone Number

CDC Teachers are required to keep on file their current home addresses and telephone numbers in the Office of the Child Development Center Director and in Human Resources.

Section 5 - Tuberculosis Examination

An X-Ray of the chest or a tuberculin skin test shall be required of each CDC Teacher every four (4) years between July 1 and December 31, and the results of such examination shall be filed with Human Resources. The cost of the examination shall be paid by the District, providing that it is administered by the College Health Center or medical center retained by the District for this purpose.

If the tuberculin skin test shows a positive reaction, the CDC Teacher shall be required to have a chest X-Ray examination.

If examination results in a finding that the CDC Teacher is suspected of having active tuberculosis, the CDC Teacher shall be immediately released of all duties, granted paid leave benefits to which he or she is entitled, and shall be reinstated only after conclusive evidence is present that the CDC Teacher is free of active tuberculosis.

A CDC Teacher may file an affidavit with Human Resources stating that the CDC Teacher adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization, and in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion, and that to the best of the CDC Teacher's knowledge and belief that active tuberculosis is not present and request that an examination hearing be held before the Board of Trustees.

Section 6 - Directed Examination

If the District has reasonable cause to believe that a CDC Teacher's ability to perform the assigned duties is impaired by a physical, mental, or emotional disease or condition, the District

shall discuss this concern with the CDC Teacher involved and may, if deemed appropriate, suggest that the CDC Teacher seek appropriate professional assistance.

If the CDC Teacher does not show adequate improvement over a reasonable period of time in the performance of the assigned duties, the Director of Human Resources may require the CDC Teacher to undergo appropriate examinations by a Board Certified or Board Eligible psychiatrist, physician, or clinical psychologist selected by the District and specializing in the area of concern.

The CDC Teacher may request that the psychiatrist, physician, or clinical psychologist selected by the District and a psychiatrist, physician, or clinical psychologist selected by the CDC Teacher select a third such professional to conduct the examinations which shall be at the District's expense. The CDC Teacher shall be required to execute a release so that the psychiatrist, physician, or clinical psychologist may make a confidential report of the findings to the Director of Human Resources. In the event that the report concludes that the CDC Teacher is able to perform the assigned duties, the report shall be destroyed.

A required examination shall be deferred in the event the CDC Teacher chooses to take the matter to grievance pending the outcome of the grievance process.

Article XIV EMPLOYMENT SEPARATION

Section 1 - Retirement

CDC Teachers may elect to retire pursuant to the provisions of the State Teacher's Retirement System or Public Employee's Retirement System. Upon such retirement, the CDC Teacher's service with the District shall be considered terminated.

Section 2 - Retiree Medical Insurance

The District will provide medical insurance only for any Full-Time CDC Teacher who retires pursuant to the regulations of the California State Teachers' Retirement System or Public Employee Retirement System, after reaching age fifty-five (55) from the time of retirement until reaching age sixty-five (65) and provided the CDC Teacher remains in retired status. Regarding dependent coverage for retirees, the District will also make available to such a retiree medical insurance and dental insurance for eligible dependents with the cost of such coverage to be borne by the retiree, provided such option for dependent coverage is made when the retiree is first eligible.

As long as the District contracts with CalPERS and per CalPERS regulations, the District shall offer to all eligible retirees sixty-five (65) years and older, the one-time opportunity to participate in medical plan offered by CalPERS under the Public Employees Medical and Hospital Care Act. Retirees, who choose not to participate in CalPERS when this one-time offer is made, relinquish all future rights to participate in CalPERS. The District shall contribute the same minimum payment paid during the employee's service prior to retirement for the eligible retiree who elects to participate. The retiree shall be responsible for the cost of the medical coverage equal to the difference between the District's payment and the total cost of the selected medical plan.

Section 3 - Retirement Contribution

CDC Teachers are required to contribute to the California State Teacher’s Retirement System or Public Employee’s Retirement System as provided by State Teacher’s Retirement Law. The District shall contribute such sums to the retirement system as are required by law.

Section 4 - Disability

A CDC Teacher who is determined to be disabled by the retirement system and who is approved for a disability allowance shall be considered, upon such approval, to be terminated due to disability.

Section 5 - Disability Coverage

Any Full-Time CDC Teacher who has completed ten or more years of service with the District and who is determined by the California State Teacher’s Retirement System or Public Employee’s Retirement System to be totally disabled and is awarded disability benefits by the retirement system, shall be eligible to continue medical coverage in the District’s medical insurance plans available to CDC Teachers with the cost for such coverage to be borne by the disabled individual. The disabled individual must elect to continue such coverage at the time District sponsored coverage would otherwise lapse. Such coverage will remain in effect, subject to the payment of the premium cost by such disabled individual, until the individual attains the age of sixty-five (65) or chooses at an earlier age to discontinue payment.

Section 6 - Resignation

The District shall accept a CDC Teacher’s voluntary resignation provided that the CDC Teacher submits a written notice of such resignation to the CDC Director or Division Dean at the earliest opportunity, but no later than June 1 of the year. The President or Designee shall be empowered to accept in writing the resignation and shall waive the time when the resignation shall take effect, subject to approval by the Board of Trustees. Prior to Board approval, the CDC Teacher may withdraw the resignation, subject to the agreement of the President or Designee.

Article XV
DISCIPLINE

As the CDC Teacher is a position requiring certification qualifications, the provisions of Education Code Sections 87732 through 87740, addressing grounds for dismissal and procedures for disciplinary actions, shall be applied when appropriate.

Article XVI
DISPUTE RESOLUTION

Section 1 - Purpose And Definitions

It is the purpose of the Article to outline a procedure for addressing disputes that may arise between the Federation and the District in order that they may be resolved in the timeliest, amicable, and efficient manner consistent with meeting the individual and mutual interests of the parties concerned.

(a) Complaint: An allegation that there has been a misinterpretation, misapplication, inequitable application, or violation of the terms, provisions, and conditions of the Agreement or of any "Policy of the District" to the extent that the individual, group, or Federation, as the case may be, believes to have been adversely affected and unfairly or inequitably treated.

(b) Policy Of The District: A rule, regulation, or policy adopted by the Board of Trustees.

(c) Grievance: A written complaint filed pursuant to Section 6 of this Article, which complainant states a claim of a violation of the terms and conditions of this Agreement and that such violation adversely affects the grievant(s).

(d) Complainant/Grievant: An individual CDC Teacher or a group of CDC Teachers, an individual acting on behalf of a CDC Teacher having the same or similar grievance or complaint, or the Federation.

(e) Mediation: The process by which an impartial third party (Mediator) assists the parties involved in a dispute to resolve their differences and arrive at a mutually agreeable settlement.

(f) Mediator: The person or persons selected by the President of the Federation and the Director of Human Resources to implement the mediation process.

(g) Working Days: Any day during which the Administrative Offices of the District are open for business to the public.

(h) Director: For purposes of this Article, the term "Director" refers to the Director of the Child Development Center who is the responsible District officer involved in the acts complained of.

Section 2 - Exclusions

It is expressly understood that the following are specifically excluded:

(a) Any dispute concerning the provisions of Article I, Recognition,

(b) Any dispute arising out of either the existence of, or the exercise of, any of the rights of the District as set forth in Article II, Rights of the District, or any other rights of the District not expressly limited by the terms of this Agreement; and

(c) Such other exclusions, as may be included within this Agreement.

Section 3 - Informal Complaint

Prior to filing a formal complaint pursuant to Section 4, the CDC Teacher shall initially discuss the complaint and the remedy sought in person with the Director within ten (10) working days after the circumstance or action giving rise to the complaint was discovered or reasonably could have been discovered. The parties will informally discuss the complaint and make an earnest and good-faith effort to resolve it.

Section 4 - Formal Complaint

(a) If the complaint is not resolved at the Section 3 meeting, the CDC Teacher(s) who desires to proceed further with the complaint shall file the complaint in writing with the Director within ten (10) working days after the Section 3 meeting. The complaint shall fully state the facts surrounding the complaint and shall specify the provision or provisions of this Agreement alleged to have been violated or the Policy of the District alleged to have been violated and the remedy sought. The complaint shall be signed and dated by the CDC Teacher(s)

and shall include a statement that the Section 3 efforts were not successful in resolving the complaint.

(b) Upon receipt of the complaint, the Director shall promptly forward two (2) copies of the complaint to the Director of Human Resources, who shall in turn promptly forward one (1) copy to the President of the Federation. The Director will promptly schedule a meeting with the CDC Teacher to review and discuss the complaint. Such meeting will be scheduled to take place no later than five (5) working days from the date the written complaint is received by the Director.

(c) The Director will provide the CDC Teacher with a written reply to the complaint, either hand delivered or by certified mail within ten (10) working days following the date of the meeting. Such reply will terminate this Section 4 procedure.

Section 5 - Mediation

Any complaint that is not resolved through the procedures set forth in Sections 3 and 4 may be pursued within ten (10) working days of the Section 4 response of the Director/Dean by the CDC Teacher or the Director/Dean in accordance with the following procedure:

(a) The CDC Teacher or Director/Dean shall notify the President of the Federation and the Director of Human Resources in writing of the referral of the dispute to Mediation. Copies of the complaint and reply shall accompany such notification.

(b) (1) The President of the Federation and the Director of Human Resources, or designee(s), shall meet promptly (within five (5) working days) to agree upon the selection of a Mediator from a pre-determined list of qualified persons. The complainant(s) and the Dean must agree on the selection and the person selected must agree to serve as Mediator in the dispute.

(2) If the President of the Federation and the Director of Human Resources cannot agree on a Mediator, each will select at least three (3) names from the pre-determined list and will place the names in a vessel and will draw the names one by one, with the first name drawn being the first to solicit for the assignment, subject to the concurrence of the complainant(s) and the Director, and sequentially in the order drawn.

(3) The selected and agreed-upon Mediator will promptly (within five (5) working days after the appointment) set the time and place of mediation in writing to the complainant(s) and the Director with copies to the President of the Federation and the Director of Human Resources.

(4) If the Mediator desires another mediator to participate as a team in the Mediation, the Mediator will select such person from the pre-determined list. The President of the Federation, the Director of Human Resources, and the parties to the dispute shall approve such selection. The first appointed Mediator should retain the administrative responsibilities for the Mediation.

(c) The parties shall make a good-faith effort to resolve the issues identified in the complaint through the use of the Mediator who will assist the parties in their efforts to achieve a mutually satisfactory resolution of the complaint. The Mediator shall not issue any public statement of fact or opinion concerning the issues or positions under discussion. Similarly, in no instance shall the form or matter of these discussions, including settlement statements, positions, offers, or proposals made during the mediation process be revealed publicly by the parties nor

referred to or introduced in any subsequent proceedings except with the written permission of the parties directly involved.

(d) The mediation conference shall be informal in nature. There shall be no formal rules of evidence. No transcript of the conference, written or verbal, shall be made. Any additional ground rules the parties shall agree upon pertaining to the conduct of the conference. The Mediator shall attempt to assure that the parties reveal all pertinent and relevant facts, considerations, and concerns. The Mediator shall have the authority to meet with the parties separately and in confidence (caucus), but will have no authority to compel a resolution of the complaint. Any of the parties may request the attendance of one other person of his/her choice in order to provide assistance or support for that party; however, only those parties directly involved in the complaint may participate as spokespersons during the mediation conference. The parties may also call witnesses in order to clarify the facts involved in the dispute.

(e) If a satisfactory resolution of the complaint is achieved during the mediation conference, the parties shall sign a written statement to that effect and thus waive the right of the parties to any further appeal of the complaint, unless the terms and conditions of the agreement are not adhered to. The Mediator shall provide a copy to the District and the Federation, each of which shall then have ten (10) working days in which to file a response regarding whether the written agreement resolving the complaint is unreasonable or inconsistent with the terms of the Agreement or Policy of the District. Such response, if any, will be considered during the follow-up phase of the mediation process pursuant to subsection (g) of this Section.

(f) If a resolution is not achieved during the mediation conference, the Mediator shall provide the parties a non-binding opinion regarding potentially workable resolution alternatives. Such opinions are of advisory, non-precedential nature only. Confidentiality provisions contained in subsection (c) of this Section shall apply to such opinions.

(g) The Mediator shall be responsible for sending to all parties directly involved in the complaint, as well as to the District and Federation, a copy of the written agreement resolving the complaint; or, if there is no resolution, a written statement to that effect. Any written response(s) from the District or the Federation shall be sent directly to the Mediator. The Mediator shall then convene a mediation conference within ten (10) working days of receipt of any response(s) in order that the parties to the complaint and the Mediator may discuss what, if any, revisions may be incorporated into the agreement as written that would address the concerns identified in the District and/or Federation response(s).

(h) The Mediator may terminate the proceedings under this Section at any time if neither the interests of the parties nor the integrity of the process are served by continuing.

(i) No later than thirty (30) days following the concluding mediation conference, the Mediator shall contact the parties to the complaint to assess the status of their dispute, compliance with any written agreement, and assess the possible need for an additional mediation conference or an extension of time for further follow-up monitoring by the Mediator.

(j) The Mediator shall maintain a complete written confidential record of all discussions and communications occurring before and during the conference, and including follow-up, that transpired as they relate to the implementation of this Section.

(k) For complaints involving alleged violation or misapplication of the Policy of the District and complaints pursuant to Section 15 of this Article, the process shall conclude at this point.

(l) The Director of Human Resources shall from time to time designate a classified employee of the District to provide secretarial assistance to the Mediator in making arrangements and in preparing and forwarding any notices of the documents required. The President of the

Federation and the Director of Human Resources shall agree on such forms as may be needed to facilitate the mediation process.

Section 6 - Grievance

If the complaint is not resolved per Section 5 of this Article, the complainant may, within ten (10) working days, appeal any complaint as a grievance by filing a written statement of appeal with the President of the Federation and the Director of Human Resources. This statement, together with a copy of the written complaint and the Director's written reply, shall begin the grievance process. The appropriate Vice President shall schedule a meeting within ten (10) working days of the receipt of the written appeal in order to resolve the grievance. Within ten (10) working days following that meeting, the Vice President shall send a written statement of decision on the appeal to both the CDC Teacher and the Federation.

Section 7 - Timely Statement

If a complaint or grievance is not processed by the CDC Teacher in accordance with the time limits set forth in the Article, the complaint or grievance shall be considered settled on the basis of the decision made per Section 4 (complaint) or Section 6 (grievance). If the District fails to respond to the complaint or grievance within the time limits set forth in this Article, the complaint or grievance shall be considered settled on the assumption that the remedy being sought by the CDC Teacher is acceptable to the District. The time limits specified in the Article are intended to be maximum limits and every effort should be made to expedite the settlement process. However, the time limits set forth in the Article may be extended by written mutual agreement between the District and the CDC Teacher or the District and the Federation, as the case may be, provided that the time limits shall be extended if any party to the complaint or grievance is incapacitated by virtue of causes beyond that party's control. Time limits will be tolled during non-instructional periods. The participants in a meeting or conference may agree in writing to adjourning and convening at a more convenient time and date.

Section 8 - Federation Assistance

The CDC Teacher shall be entitled to Federation assistance per Section 3 and 4 and 5, and Federation representation per Section 6. If the CDC Teacher desires such assistance or representation, the Federation shall inform the Director, Mediator, or Vice President, as the case may be, of the person selected by the CDC Teacher in order that the meeting or conference can be scheduled so as not to conflict with assigned duties. Similarly, the District may invite an additional management employee to be present at all meetings and conferences. The District and the Federation may also designate a substitute for the person identified as the responsible District and Federation representative in this Article; however, that substitute must possess the authority to resolve the dispute.

Section 9 - Scheduling

All meetings and conferences will be held during the normal business day and shall be scheduled, where possible, by the Director, Mediator, or Vice President at hours that do not conflict with the assigned duties of the CDC Teacher(s) involved. In the event that the Director, Mediator, or Vice President schedules a meeting or conference which conflicts with the assigned duties of the affected CDC Teacher(s), the CDC Teacher(s) will not suffer any loss of pay as a result of attending such meeting or conference.

Section 10 - Federation Complaint

If the Federation has a complaint concerning the application of the provisions of the Agreement or Policy of the District, it shall provide written copies of such complaint to the appropriate Vice President and the Director of Human Resources within ten (10) working days from the date the Federation discovered or could have discovered the facts giving rise to the Complaint. The Federation shall comply with the requirements set forth in this Article commencing with Section 3.

Section 11 - Multi Party Complaint

If a group of CDC Teachers has the same or similar complaint, one CDC Teacher may file the complaint on that CDC Teacher's own behalf as well as on the behalf of the other CDC Teachers similarly situated. The CDC Teacher who files such a class or group complaint shall first obtain the signatures of all the CDC Teachers in the class or group who thereby authorize and give their specific approval for the CDC Teacher to process the complaint on their behalf. Since all signatories shall be considered parties to the dispute and any settlement that is reached, the CDC Teacher pursuing the complaint prior to the final approval of any agreement shall consult all of the CDC Teachers.

Section 12 - Initial Salary Placement

A CDC Teacher who has a complaint concerning initial placement on the salary schedule shall first discuss the issue with the Director of Human Resources, commencing with Section 3 of this Article, within sixty (60) days from the beginning of employment, fiscal year or academic year, as the case may be.

Section 13 - Arbitration

Grievances that are not resolved pursuant to this Article and which the Federation, in its sole discretion and exclusive right, desires to pursue further, shall be submitted for arbitration as provided by this Section. The Federation shall give written notice to the President of its desire to arbitrate the grievance within thirty (30) working days following receipt of the written notice per Section 6 of the Article. Failure to file such a request within these time limits shall terminate this process. The only matters that are subject to arbitration are those that constitute grievances and have been processed in accordance with the previous sections of this Article. Any matter that is excluded under Section 2 of this Article is also not subject to arbitration.

(a) The parties shall agree on an arbitrator no later than ten (10) working days following the District's receipt of the Federation's written notice desiring arbitration of the grievance. If no agreement is reached between the parties within that period, they shall jointly request that the Federal Mediation and Conciliation Service supply a panel of eleven (11) names of potential arbitrators. The parties will remove from the panel any proposed arbitrator who is not a member of the National Academy of Arbitrators. The parties shall then alternately strike names of the modified panel list until one name remains. The party who strikes the first name shall be determined by the flip of a coin.

(b) The function and purpose of the arbitrator is to resolve the disputed interpretation of the terms actually found in this Agreement. Such resolution shall be based on the disputed facts upon which the application of the provisions of this Agreement depend and considering the intent of the parties when such provisions were agreed upon. The arbitrator shall have no authority to alter, amend, add to, or subtract from the terms, conditions, or provisions of this

Agreement, and shall determine only whether or not there has been a violation of such terms, conditions, or provisions as alleged in the grievance and what the appropriate remedy will be.

(c) The decision of the arbitrator as limited herein shall be final and binding upon the parties to the dispute. No decision rendered by the arbitrator shall be retroactive beyond the occurrence of the event giving rise to the grievance.

(d) All fees and expenses of the arbitration, including a reporter's transcript, if the arbitrator determines that a transcript is desirable, shall be paid equally by the parties. If the arbitrator determines that a reporter's transcript is not desirable, the party ordering the transcript shall pay the cost. Each party shall bear the expense of preparing for and presenting its own case, except that the District shall grant released time without loss of compensation to the grievant(s) and a representative of the Federation at the arbitration hearing. Hearings will be scheduled, if possible, on District premises.

Section 14 - Confidentiality

All supporting documents, communications, and records dealing with the processing of a complaint, grievance, and arbitration as provided under the provisions of this Article shall be considered confidential and filed separately from the personnel file of the parties involved, and shall not be utilized in any evaluation or in providing any employment reference or recommendation without the written consent of the parties.

Section 15 - Prohibited Behavior

(a) All employees of the District are expected and required to conduct themselves in a manner which is appropriate to an academic environment and are not to engage in any prohibited behavior B that is, behavior which is demeaning, offensive, intimidating, or physically threatening to any other employee in the college community.

(b) If a CDC Teacher has a complaint against another CDC Teacher or a classified employee of the District that such person has engaged in such prohibited behavior, such CDC Teacher shall discuss the matter with the appropriate Director within ten (10) working days. The Director is responsible for promptly investigating the matter and taking appropriate action concerning the matter. If the CDC Teacher is still not satisfied, they may proceed as set forth in Section 5 of this Article.

(c) If the complaint pertains to a Director or other member of management, the CDC Teacher may discuss the matter with the appropriate Vice President, and/or may file a complaint in writing with the Director of Human Resources and the President of the Federation. This complaint will invoke the Mediation process set forth in Section 5 of this Article.

(d) It is not prohibited behavior for a Director to admonish, either verbally or in writing, a CDC Teacher due to their performance (or non-performance) of duties and to warn the CDC Teacher that continuation of such conduct may result in disciplinary or other adverse action against them, so long as such statements by the Director are made in a professional manner.

(e) The District has policies respecting sexual harassment and discriminatory harassment, which policies are the exclusive procedures for allegations of such conduct. Personal complaints pursuant to this Section involve allegations of prohibited behavior that are not of such a nature as to invoke the established procedures of the sexual and/or discriminatory harassment policies.

(f) A personal complaint against Prohibited Behavior does not constitute a grievance as defined in this Article and such an allegation may not be used as the sole basis for a grievance; however, it may be cited as an aggravating factor to a grievance.

Article XVII
WORK STOPPAGE

Apart from, and in addition to, existing legal restrictions upon work stoppages, the Federation hereby agrees that neither it nor its officers or authorized agents or representatives shall incite, encourage, or participate in any strike or refusal to perform services as provided in this Agreement, or other work stoppage of any nature whatsoever, or any picketing of District premises, except for picketing that is solely informational in nature, during the life of this Agreement for any cause or dispute whatsoever or wheresoever located, including but not limited to disputes which are subject to the Dispute Resolution Procedures, Article XVI, disputes which are specifically not subject to the grievance and arbitration provisions of Article XVI, disputes concerning matters not mentioned in this Agreement, disputes contending that the District has committed unfair practices, and disputes with other labor organizations, persons or employers, or jurisdictional disputes. In the event of any strike or refusal to perform services as provided in this Agreement, or other work stoppage of any nature whatsoever or threat thereof, or any picketing of District premises except for picketing that is solely informational in nature, the Federation and its officers will do everything within their power to end or avert the same.

Any CDC Teacher authorizing, or engaging in, or participating in, or encouraging, or sanctioning, or recognizing or assisting in any strike, or refusal to perform services as provided by this Agreement, or any work stoppage, or other concerted interference with District operations in violation of this Article, or refusing to perform duly assigned services in violation of this Article, shall not receive compensation for any period of time during which the CDC Teacher was assigned but failed to perform the required services to the District, and any such CDC Teacher may be subject to dismissal or suspension (subject to the provisions of the Education Code), or may be subject to other disciplinary action. Such disciplinary action may include denial of eligibility for a period not to exceed one (1) year of benefits or privileges provided by this Agreement and not otherwise required by the Education Code. Any such action shall be initiated by the District within thirty (30) days from the violation of this Article.

Article XVIII
AGREEMENT CONDITIONS AND DURATION

Section 1 - Sole Agreement

This Agreement when ratified and executed by each party hereto shall constitute the sole agreement between them. Any modification or amendment of this Agreement must be made by and between the parties hereto in writing and executed by each party hereto.

Section 2 - Negotiating Obligation

This Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment. During the term of this Agreement, neither the District nor the Federation will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.

Section 3 - District and Federation Obligations

Neither the District nor the Federation shall be bound by any requirement that is not expressly and explicitly stated in this Agreement. Neither the District nor the Federation is bound by any policies or past practices of the District or understandings with any employee organization or council, unless such policies or past practices or undertakings are specifically stated in this Agreement.

Section 4 - Savings Clause

If any provision of the Agreement is or shall be at any time contrary to law, then such provision shall not be applicable, or performed, or enforced, except to the extent permitted by law. Any substitute action that is not authorized by law shall be subject to meeting and negotiating or consultation, as the case may be, with the Federation.

Section 5 - Effective Date and Duration

This Agreement shall become effective July 1, 2003, unless otherwise specified, and shall be in effect through June 30, 2006, and shall continue in effect from year to year thereafter, with the proviso that should either party desire to amend this Agreement, it shall provide written notice and a proposal to the other party of said desire and the nature of the amendment sought at least six months prior to the expiration of the Agreement. Upon completion of the public notice requirement, the parties shall promptly within ten (10) days commence the meeting and negotiating process in an effort to reach a successor agreement.

Section 6 - Reopener Provision

The District and the Federation may reopen negotiations and/or may engage in consultation during the term of this Agreement for limited purposes, upon mutual agreement. Public notice requirements shall be met prior to reopening negotiations.

It is so agreed:

EL CAMINO COLLEGE
FEDERATION OF TEACHERS
Local 1388, AFT, AFL/CIO

EL CAMINO COMMUNITY
COLLEGE DISTRICT

By: _____ By: _____
David Westberg, Chief Negotiator Marcia M. Wade, Chief Negotiator

By: _____ By: _____
Toni Newman, Negotiating Team Sandra DeMos, Negotiating Team

By: _____ By: _____
Donald Brown, Negotiating Team Arvid Spor, Negotiating Team

Ratified by the Child Development Center Teachers on _____

Adopted by the El Camino College Board of Trustees on _____

By _____
Member, Board of Trustees

By _____
President, El Camino College

MEMORANDUM OF AGREEMENT
BETWEEN
EL CAMINO COMMUNITY COLLEGE DISTRICT
AND
EL CAMINO COLLEGE FEDERATION OF TEACHERS
LOCAL 1388, AFT, AFL-CIO

1. The District recognizes the Federation as exclusive representative of its Child Development Center Teachers. The description of that position is attached hereto.
2. The District and the Federation will execute a separate collective bargaining agreement for such Teachers.
3. Effective January 1, 1995, the salary scale for the Child Development Center Teachers will be increased in the amount of 3.25%, which increase is set forth on the attached salary scale. Child Development Center Teachers upon hire shall be placed on Step A of the Child Development Center Teachers Monthly Salary Schedule.
4. Pending the signing of the Child Development Center Teachers Agreement, the other terms and conditions of employment of such Teachers shall be governed by Board Policy 4530, which is attached.

EL CAMINO COLLEGE
FEDERATION OF TEACHERS
Local 1388, AFT, AFL-CIO

EL CAMINO COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Dated: _____

Dated: _____

APPENDIX A

EI CAMINO COMMUNITY COLLEGE DISTRICT CHILD DEVELOPMENT CENTER TEACHER

Under the direction of the Child Development Center (CDC) Director, the CDC Teacher develops and implements a comprehensive child development program that is responsive to the unique needs of the children and their families, promotes growth in all areas of development and supports feelings of competence, self-respect and internal control. In accomplishing the responsibilities of this position the CDC Teacher shall:

- * Assume primary responsibility for curriculum development and presentation during specific hours of the day.
- * Maintain the environment in a safe and sanitary manner.
- * Provide instruction and support to assigned college students.
- * Supervise aides on an on-going basis to facilitate their effectiveness and growth.
- * Attend and participate in regular staff meetings to assure a consistent high quality child development program.
- * Create a warm, responsive and caring environment for children and adults.
- * Maintain written records related to children and the environment as required.
- * Work as a member of a team to insure a high standard of quality throughout the CDC.
- * Assess children on a regular basis and use assessment data to develop individualized programs.

KNOWLEDGE REQUIRED

1. Knowledge of the principles and practices of Early Childhood Development.
2. Knowledge of child guidance techniques and classroom management.
3. Knowledge of inter-personal relations.
4. Skill using tact, patience and courtesy.

REQUIRED QUALIFICATIONS

1. Possess, or qualify and have applied for, a California Children's Center Instructional Permit.
2. Twenty-four (24) semester units of coursework in Early Childhood Education /Child Development.
3. Sixteen (16) semester units of coursework in General Education including at least one course in each of the following areas: Humanities, Social Sciences, Math and/or Science, and English.
4. Sensitivity to and understanding of the cultural and ethnic diversity of students in the program.
5. Valid CPR Certificate to be renewed as required (may be completed within 30 days of employment).

DESIRABLE QUALIFICATIONS

1. Associate of Arts/Associated of Science Degree or the equivalent desirable.
2. One year successful teaching experience desirable.

4/13/92

Rev. 3/94

Board approved: 3/21/94

APPENDIX B-2

EL CAMINO COMMUNITY COLLEGE DISTRICT

LEAD TEACHER – CHILD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of the Child Development Center (CDC) Director, the Lead CDC Teacher develops and implements a comprehensive child development program that is responsive to the unique needs of the children and their families, promotes growth in all areas of development, and supports feelings of competence, self-respect and internal control. The Lead Teacher plans, implements and maintains the physical environment indoors and outdoors; supervises the teaching team; works with college practicum students; and serves as acting Center Director in the absence of the Director. Position duties are fifty (50%) percent teaching related and fifty (50%) administrative support for the Center.

REPRESENTATIVE DUTIES:

The duties of Lead Teacher may include, but are not limited to, the following:

Provide instruction to children and serve as lead for other child development center teachers.

Coordinate staff schedules and act as a liaison between staff and Director by maintaining open communication between both parties.

Perform duties of Director in his/her absence.

Assist in planning and presentation of staff training, parent meetings, and staff meetings.

Assist in the process of selecting and hiring of the student assistants.

Assist with the ordering and/or purchasing of supplies and maintains a checklist of supplies.

Conduct parent orientations.

Inspect the center on a regular basis and arranges for any required maintenance.

Advise staff, parents and children on a wide variety of concerns.

Maintain written records related to children and the environment as required.

Work as a member of a team to insure a high standard of quality throughout the CDC.

Assess children on a regular basis, and uses assessment data to develop individualized programs.

Perform related duties as assigned.

APPENDIX B-1
Page 2

LEAD TEACHER – CHILD DEVELOPMENT CENTER

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of Early Childhood Development.
Childhood guidance techniques and preschool curriculum.
Age-appropriate behaviors and expectations.
Oral and written communication skills.

ABILITY TO:

Communicate with and resolve issues from staff, parents, children, students and others.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Interact with others using tact, patience and courtesy.
Work independently with little direction.
Keep up with the latest research in Early Childhood Development and interpret best practices to staff members.
Train, motivate and evaluate student workers and volunteers.
Be sensitive to children from diverse backgrounds.

EDUCATION AND EXPERIENCE:

Requirements for this permit include completion of an Associate Arts degree or 60 units with 24 Early Childhood Education/Child Development units (including core courses), six semester units in the administration and supervision of Child Development programs, and two units of adult supervision. Experience includes 350 days of three or more hours per day within 4 years, including at least 100 days of supervising adults. Alternative requirements include the completion of a Bachelors' Degree or higher, or an Administrative Services credential, and twelve or more semester units in Early Childhood Education or Child Development course work plus three-unit supervised field experience in an early childhood education setting.

The Lead Teacher must be sensitive to and understand the cultural and ethnic diversity of students in the program.

Desirable qualifications:

Two years of successful teaching experience including one year of supervising adults within a campus setting. Computer literacy with proficiency in basic word processing and applications software is preferred.

LICENSES AND OTHER REQUIREMENTS:

Child Development Site Supervisor Permit

(Verification of application pending issuance of Permit by the State of California is acceptable.)

Valid California Driver's License

-2-

APPENDIX B-1

LEAD TEACHER – CHILD DEVELOPMENT CENTER

Page 3

Valid CPR and First Aid (15 hour course) Certificates

(The CPR training needs to be renewed as required. May be completed within 30 days of employment).

WORKING CONDITIONS:

Lift and carry up to 35 lbs.

Use of personal computer with VDT screen

Hand, wrist and finger dexterity to operate various office machines

Interact with a diverse faculty, staff, students and parents

May sit or stand for extended periods of time

Move from one work area to another

Hearing and speaking to exchange information

Be able to visually monitor children

Board Approved: October 12, 1992

Board Revised: May 20, 2002

Salary Schedule in Federation Agreement

APPENDIX B-1

Responsibilities for Mentoring Students

1. Supervise student for 3.5 hours, 1 day per week, per person, per semester.
2. Observe and record student's interaction and presentation of weekly curriculum area.
3. Meeting with the student during a scheduled time each day to review and evaluate the day's experience and give suggestions for future curriculum plans.
4. Prepare and review both a midterm and final evaluation on a one-on-one basis with the mentored student.
5. Meet and/or discuss progress of student with campus instructors.

APPENDIX C

**EL CAMINO COMMUNITY COLLEGE DISTRICT
MONTHLY AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS**

Effective January 1, 2002

		<u>STEPS</u>				
<u>CLASS</u>	<u>EDUCUCATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	1,814 11.338	1,868 11.675	1,924 12.025	1,981 12.381	2,041 12.756
2.	AA	2,167	2,231	2,299	2,367	2,439

		13.544	13.944	14.369	14.794	15.244
3.	BA	2,520	2,596	2,674	2,754	2,836
		15.750	16.225	16.713	17.213	17.725
4.	BA+24	2,875	2,961	3,053	3,144	3,239
		17.969	18.506	19.081	19.650	20.244

The Lead Child Development Center Teacher will be paid \$193 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: January 22, 2002

APPENDIX

D-1

**EL CAMINO COMMUNITY COLLEGE DISTRICT
MONTHLY AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS**

Effective January 1, 2003

<u>CLASS</u>	<u>EDUC.</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	1,875 11.713	1,930 12.061	1,988 12.423	2,047 12.791	2,109 13.178
2.	AA	2,239 13.992	2,305 14.406	2,376 14.845	2,446 15.284	2,520 15.749
3.	BA	2,604 16.271	2,682 16.762	2,763 17.266	2,846 17.783	2,930 18.312
4.	BA+24	2,971 18.564	3,060 19.119	3,155 19.713	3,249 20.300	3,347 20.914

The Lead Child Development Center Teacher will be paid \$200 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: December 9, 2002

APPENDIX D-2

EL CAMINO COMMUNITY COLLEGE DISTRICT

**ANNUAL AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS**

Effective July 1, 2003

<u>CLASS</u>	<u>EDUC.</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	24,363 11.713	25,087 12.061	25,840 12.423	26,605 12.791	27,410 13.178
2.	AA	29,103 13.992	29,964 14.406	30,877 14.845	31,791 15.284	32,758 15.749
3.	BA	33,844 16.271	34,865 16.762	35,913 17.266	36,988 17.783	38,089 18.312
4.	BA+24	38,613 18.564	39,767 19.119	41,003 19.713	42,224 20.300	43,501 20.914

The Lead Child Development Center Teacher will be paid \$200 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

COMPUTATION OF “ADJUSTED COLA” AND COLA PLUS GROWTH FORMULA

	<u>ADJUSTED COLA</u>	<u>COMPUTATION IN FALL 2001 FOR JAN 1, 2002</u>
1)	<u>COLA:</u> Governor’s COLA (COLA in the adopted budget)	3.87%
2)	<u>Increased Costs of Benefits:</u> Calculate costs of fringe benefit increases (medical, dental, vision and life) District-wide	\$583,378 <i>(11/16/01 report)</i>
3)	<u>COLA Applied to Previous Year’s Costs:</u> Apply Governor’s COLA to total cost of benefits from previous year (3.87% x \$4,937,169)	\$191,068 <i>(11/16/01 report)</i>
4)	Increase in District contribution to PT medical benefit fund	\$20,000 <i>(Article 17, Section 12 (d))</i>
5)	District over estimate of 00/01 increased costs <i>(comparison of 9/22/00 and 7/11/01 reports; Article 25, Section 6(c))</i>	\$16,954
6)	<u>Increased Cost Minus COLA, PT contribution and over estimate:</u> Subtract: Benefit increase paid for by COLA (#3 above) and other increases (#4 and #5) from benefit cost increases (#2 above) (583,378 – 191,068 + 20,000 – 16,954)	\$395,356 <i>(Article X, Section 2(a); Appendix N)</i>
7)	<u>Percentage of Compensation:</u> Convert the portion of the benefit increase <u>not</u> covered by Governor’s COLA to a percentage of the District’s cost of 1% of the total of all ECC employees’ compensation, as published in final budget. (395,356/616,108)	0.642%
8)	<u>Adjusted COLA:</u> Adjusted COLA = Governor’s COLA minus the fringe benefits increase not paid for by COLA. (3.87 - .642)	3.228%
9)	ECC 2000/2001 growth	0.151% <i>(Article X, Section 2(a))</i>

- | | | |
|-----|--|---|
| 10) | Part time share of growth (15%) | 0.023%
<i>(Article X, Section 2(a(4)))</i> |
| 11) | <u>Adjusted COLA + Growth – PT share:</u>
(3.228 + 0.151 – 0.023) | 3.356% |

APPENDIX E

COMPUTATION OF “ADJUSTED COLA” AND COLA PLUS GROWTH FORMULA

<u>ADJUSTED COLA</u>	<u>COMPUTATION IN FALL 2002 FOR JAN 1, 2003</u>
-----------------------------	--

- | | | |
|----|---|---|
| 1) | <u>COLA:</u>
Governor’s COLA (COLA in the adopted budget) | 2.00% |
| 2) | <u>Increased Costs of Benefits:</u>
Calculate costs of fringe benefit increases
(medical, dental, vision and life) District-wide | \$1,041,446
<i>(11/1/02 report)</i> |
| 3) | <u>COLA Applied to Previous Year’s Costs:</u>
Apply Governor’s COLA to total cost of benefits
from previous year (2.00% x \$5,623,105) | \$112,462
<i>(8/8/02 report)</i> |
| 4) | <u>Increase in District contribution to PT medical benefit fund</u> | \$0.00
<i>(Article 17, Section 12 (d))</i> |
| 5) | <u>District under estimate of 01/02 increased costs</u>
<i>(comparison of 11/16/01 and 8/8/02 reports; Article 25, Section 6(c))</i> | \$61,957 |
| 6) | <u>Increased Cost Minus COLA, plus PT contribution and under estimate:</u>
Subtract benefit increase paid for by COLA (#3 above) and add
other increases (#4 and #5) to benefit cost increases (#2 above)
(1,041,446 – 112,462 + 61,957) | \$990,941
<i>(Article X, Section 2(a); Appendix N)</i> |
| 7) | <u>Percentage of Compensation:</u>
Convert the portion of the benefit increase <u>not</u> covered by Governor’s
COLA to a percentage of the District’s cost of 1% of the total of all | |

	ECC employees' compensation, as published in final budget. (990,941/680,857)	1.455%
8)	<u>Adjusted COLA:</u> Adjusted COLA = Governor's COLA minus the fringe benefits increase not paid for by COLA. (2.00 – 1.455)	0.545%
9)	ECC 2000/2001 growth Comparing data from Form 320 and Exhibit E between 11/01/01 and 11/01/02 <i>(Article X, Section 2(a))</i>	3.258%
10)	Part time share of growth (15%) <i>(Article X, Section 2(a(4)))</i>	0.489%
11)	<u>Adjusted COLA + Growth – PT share:</u> (0.545 + 3.258 – 0.489)	3.31%

Appendix E

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CDC TEACHER SELF-EVALUATION FORM**

Instructions: Evaluate your own performance on this form. To the left of each characteristic listed below, write the following:

W if you are working to improve

M if it applies most of the time

A if it applies always

After completion return the form to the CDC director.

Relationships

- ___ 1. I share my positive feelings by arriving with a good attitude.
- ___ 2. I greet children, parents, and staff in a friendly and pleasant manner.
- ___ 3. I accept suggestions and criticism from my co-workers gracefully.
- ___ 4. I can handle tense situations and retain my composure.
- ___ 5. I make an effort to be sensitive to the needs of children and their parents.
- ___ 6. I am willing to share my ideas and plans so that I can contribute to the total program.

Goals

- ___ 1. I have a classroom that is organized for a quality child development program.
- ___ 2. I constantly review the developmental stage of each child so that my expectations are reasonable.
- ___ 3. I set classroom and individual goals and then evaluate regularly.
- ___ 4. I have fostered independence in the children.
- ___ 5. I continue to grow in my own spiritual life.
- ___ 6. *I participate in in-service training opportunities so that I can improve and enlarge my knowledge.*

Classroom Skills

- ___ 1. I arrive on time and ready for the first child.
- ___ 2. I face each day as a new experience.
- ___ 3. I plan a balanced program for the children in all skill areas.
- ___ 4. I am organized and have a plan for the day.
- ___ 5. I help each child recognize the role of being part of a group.
- ___ 6. I help children develop friendships.
- ___ 7. I maintain a child oriented classroom and the bulletin boards enhance the room.
- ___ 8. Visitors to our classroom are welcome.

Professionalism

- ___ 1. I have been conscientious in my attendance and in my use of sick leave.
- ___ 2. I understand the school philosophy and can share it with parents and community.
- ___ 3. I have been loyal to the school and the director.
- ___ 4. I do not gossip about the staff or the families of the students.
- ___ 5. I maintain professional attitudes in my demeanor and in my personal relationships while on the job.

- ___6. I assume my share of joint responsibilities.
- ___7. I participate in pertinent school activities outside my regular hours.

Personal Qualities

- ___1. I have a basic emotional stability.
- ___2. My general health is good and does not interfere with my responsibilities.
- ___3. My personal appearance is suitable for my job.
- ___4. I evaluate the effectiveness of my teaching team in the following manner.
- 0 1 2 3 4 5 +

My Teaching Team

- ___1. Has no conflicts which detract from work with children.
- ___2. Has a well balanced array of teaching and caring skills.
- ___3. Shares leadership and initiative equally.

Additional Comments:

Signature

Date: _____

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CHILD DEVELOPMENT CENTER**

CHILD DEVELOPMENT CERTIFICATED EVALUATION FORM

LAST NAME	FIRST NAME

_____ Permanent
_____ Probationary

LEGEND: E - Excellent Satisfactory N - Needs Improvement U - Unsatisfactory	S -	E	S	N	U
CLASSROOM PERFORMANCE					

Management Skills:				
<ul style="list-style-type: none"> Teacher treats children with dignity and respect 				
<ul style="list-style-type: none"> Disciplinary techniques: <ul style="list-style-type: none"> with a difficult child with a normal child parent involvement consistency 				
<ul style="list-style-type: none"> Ability to incorporate parent/volunteer in activities 				
<ul style="list-style-type: none"> Children are supervised at <u>ALL</u> times 				
<ul style="list-style-type: none"> Understands age and developmental levels of young children 				

LESSON PLAN DEVELOPMENT AND PRESENTATION				
<ul style="list-style-type: none"> Plans submitted on time 				
<ul style="list-style-type: none"> Objectives clearly defined 				
<ul style="list-style-type: none"> Meets cognitive and affective needs of children 				

LEGEND: E - Excellent Satisfactory N - Needs Improvement U - Unsatisfactory	E	S	N	U
• Preparation time is used effectively				
• Creative in planning curriculum indoor/outdoor				
CLASSROOM ENVIRONMENT				
• Ability to create and maintain a clean, safe and stimulating learning environment				
• Classroom equipment and materials are well organized				
PLAYGROUND ENVIRONMENT				
• Follows playground safety rules				
• Plans, organizes and implements daily outdoor activities				
• Is involved with and participates in outdoor activities				
• Avoids congregating and disperses evenly over the outdoor area				
PROFESSIONAL GROWTH				
• Willingness to attend workshops and in services				
• Makes effort to stay informed of new theories and techniques in child development				
• Willingness to change and improve skills				

ATTITUDE: Demonstrates enthusiasm: teacher is able to keep personal problems from interfering with job performance, willing to accept supervision and suggestions for improvement. Works in harmony with others as a team member and is flexible.				
DEPENDABILITY:				

<p>LEGEND: E - Excellent S - Satisfactory N - Needs Improvement U - Unsatisfactory</p>	E	S	N	U
<p>Consistently accomplishes desired actions with minimum supervision. Reports to work on time; calls in by 6:30 a.m., if unable to work.</p>				
<p>TACT: Uses good communication skills. Says or does what is appropriate without being offensive, exercises good judgment in individual and group interactions.</p>				
<p>PERSONAL QUALITIES: Efficient and exhibits interest, imagination and creativity. Is calm, poised and exhibits integrity and consideration of others. Shows commitment towards tasks.</p>				
<p>WORK QUALITY/QUANTITY: Performance of assigned tasks, accuracy, precision, completeness, neatness, meets established standards, and deadlines are met. Adapts well to new/emergency situations.</p>				

OTHER:				
<ul style="list-style-type: none"> • Teacher interaction with staff 				
<ul style="list-style-type: none"> • Willingness to involve self in program philosophy 				
<ul style="list-style-type: none"> • Effectiveness in methods and coordination of team teaching 				
<ul style="list-style-type: none"> • Communication Skills: • With parents With co workers 				

COMMENTS:

I have read and reviewed the above evaluation. I understand my signature does not necessarily constitute agreement.

Employee Signature

Date

CDC Director

Date

APPENDIX F-2

AMENDMENT TO BOARD POLICY 4350

Educational Reimbursement Program

(1) The Educational Reimbursement Program is a pilot program through the duration of this contract. The offering of the Educational Reimbursement Program is based on the determination of “cap” and that this program is intended as a neutral cost to the District when the Educational Reimbursement Program is offered to assist the District in achieving cap. It will be evaluated annually during the duration of the contract, and adjusted, if necessary, taking into consideration the achievement of cap, or constraints on the District budget. Any changes to this program shall be negotiated by the District and AFT/CDCT.

(2) The District will reimburse 100% of the enrollment fees, student body I.D. fee, and applicable health fees of permanent Child Development Teachers, their spouses and/or legal dependents to attend El Camino College under the conditions outlined in this policy.

(3) Eligibility:

In order for a Child Development Teacher, spouse, or legal dependents to participate in this program, the employee must:

- (a) Be in active paid status as of the first day of each semester; and
- (b) If on approved extended medical or disability leave:

- (1) Employee must submit a formal written request for reimbursement through the Exceptions Committee.
- (2) Spouse and/or Legal Dependents: may participate in the program as established in Section 1(a).

(4) Reimbursement:

The District will reimburse a regular Child Development Center Teacher up to a maximum of 36 unites per academic year, per participant, for each successfully completed (grades of A-D, or “credit”) course for applicable enrollment fees, health fees, and student body fees expended for courses taken by the employee, and/or his/her spouse and/or legal dependents at El Camino College. It is the responsibility of the employee to submit the appropriate

“Educational Reimbursement Form” within 60 work days after the availability of semester grades for which reimbursement is requested.

(5) Deferment of Fees:

Fee deferment is available upon request through the Director of Fiscal Services for those employees who meet the Deferment criteria.

APPENDIX G-

(6) Employee Reimbursement for Books:

Child Development Teachers may request reimbursement for required books through the appropriate Staff Development Program pending availability of funds, for employees only, for courses taken at El Camino College.

(7) Exceptions:

An Exceptions Committee comprised of two (2) AFT representatives and two (2) District representatives will review and make determinations regarding exceptions to this program. The Vice President of Student and Personnel Services, or designee, will serve as the chair of this committee, and may vote only in the event of a tie vote. Any decision of this committee is final and not grievable.

(8) Grievances:

This program is not grievable by a spouse or legal dependents of an employee.

(9) Fraud:

Any fraudulent misuse of this program by an employee, spouse, and/or legal dependents will result in the immediate and total loss of all rights and privileges regarding this program for the entire family and disciplinary and/or legal action may be filed in accordance with the provisions of this contract and according to State and Federal laws.

This page left intentionally blank, board policy #4350, Child Development Center Teacher Guidelines not available electronically.

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. Travel Page 1

B. Absence of a Board Member Page 1

A. Travel

It is recommended that the Board approve the following travel:

1. Association of California Community College Administrators Budget Workshop

President Thomas M. Fallo, January 14, 2003, Sacramento, California, with no loss of salary, with transportation and necessary expenses paid.

2. Application for Bond Rating

President Thomas M. Fallo, February 5-7, 2003, New York, NY, with no loss of salary, with transportation and necessary expenses paid by Caldwell Flores Winters, Inc.

B. Absence of a Board Member

It is recommended that the Board excuse Mr. Delmer L. Fox from the November 18, 2002 Board Meeting with no loss of salary, due to illness.