

Agenda, Monday, December 10, 2001
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 19, 2001**
- III. Annual Organizational Meeting**
- IV. Public Hearing (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1- 3
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1 - 29
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 7
See Human Resources Agenda, Pages 1 – 30
- VI. Other Action Items**
 - A. Public Comment
 - B. Board of Trustees Self Evaluation
 - C. Institutional Self Study in Support of Reaffirmation of Accreditation
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
 - A. Board of Trustees Report
 - B. President’s Report
 - C. Academic Senate Report
- IX. Closed Session**
 - A. Existing Litigation, Brown Act Section 54946.9
 - 1. Case BS 047821
 - B. Labor Relations, Brown Act 54957.8
 - 1. American Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
 - C. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 4 Cases
 - D. President Evaluation

EL CAMINO COMMUNITY COLLEGE DISTRICT
Annual Organizational Meeting – December 10, 2001

Election of Officers for Period December 10, 2001, through Annual Organizational Meeting in December, 2002

It is recommended that the following officers be elected for the period December 10, 2001, through Annual Organizational Meeting in December, 2002:

Mr. Delmer L. Fox, President
Dr. Nathaniel Jackson, Vice President
Dr. Robert Haag, Secretary

Secretary to the Board for Period December 10, 2001, through Annual Organizational Meeting in December, 2002

Thomas M. Fallo to be appointed Secretary to the Board for the period December 10, 2001, through Annual Organizational Meeting in December, 2002.

Time, Date and Place of Board Meetings

The Board will hold its regular meetings on the third Monday of each month, 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 2002 are as follows:

Tuesday, January 22, 2002	Monday, July 15, 2002
Tuesday, February 19, 2002	Monday, August 19, 2002
Monday, March 18, 2002	Monday, September 16, 2002
Monday, April 15, 2002	Monday, October 21, 2002
Monday, May 20, 2002	Monday, November 18, 2002
Monday, June 17, 2002	Monday, December 16, 2002

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 10, 2001, through Annual Organizational Meeting in December, 2002.

Patricia Caldwell, Victor Hanson, Nadine Hata

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 10, 2001, through the Annual Organizational Meeting in December, 2002, 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:

Patricia Caldwell, Victor Hanson, Nadine Hata

Documents Authorized for Signature of Superintendent

The Acting Superintendent is to be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 10, 2001, through Annual Organizational Meeting in December, 2002.

Los Angeles County Committee on School District Organization

Mrs. Lila S. Hummel is appointed as 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; Brenda A. Wilson, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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, be authorized to sign contracts during the period December 10, 2001, through Annual Organizational Meeting in December, 2002, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 December 10, 2001, through Annual Organizational Meeting in December, 2002, 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 Affairs; Patricia Caldwell, Vice President – Student and Community Advancement; Marcia 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

10, 2001, through Annual Organizational Meeting in December, 2002, 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; Brenda Wilson, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, any two signatures required.

Bookstore Fund

Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; and 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 10, 2001 through Annual Organizational Meeting in December, 2002, 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; 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 10, 2001, through Annual Organizational Meeting in December, 2002, 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 sign for the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 10, 2001, through Annual Organizational Meeting in December, 2002, any 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; Janice Ely, Director of Accounting, to draw 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 10, 2001, through Annual Organizational Meeting in December, 2002, any two signatures required.

El Camino College Self-Insurance Account for Property and Liability – Keenan & 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 10, 2001, through Annual Organization Meeting in December, 2002, 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 & Associates: David J. DeWenter, Chief Operating Officer; David Seres, Vice President of Finance; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Supervisor; Tami Oh, Claims Supervisor; 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. Center for the Arts Presentation – 2001/2002 1

~~B. International Education/Study Abroad Program 1*~~

C. Proposed Curriculum Changes – Effective 2001-2002 Academic Year 2

~~* Please note Items B1 and B 2 were withdrawn, and no substitutions were made.~~

A. CENTER FOR THE ARTS PRESENTATION – 2001/2002

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

Performance

2001-02 Additions

1. **Robert Olen Butler, Jr.** April 7, 2002 \$4,000
Payable to: Robert Olen Butler, Jr.
Mr. Butler, Pulitzer Prize-winning novelist and Francis Eppes Professor of English at Florida State University, will read from his new novel *Fair Warning* and discuss his work with our English students.
2. **Judy Yung** April 14, 2002 \$850
Payable to: Judy Yung
Chair and Professor of American Studies at UC Santa Cruz, Professor Yung will present and discuss her book, *Unbound Feet, Unbound Voices: A Slide Talk on the History of Chinese American Women*.

Date Change

3. **Diana Crossman & Francesca Bishop, debate** April 21, 2002 \$750
Payable to: Diana Crossman - \$375
Payable to: Francesca Bishop - \$375
(Note: Previously Board approved for April 14, 2002.)

B. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM

It is recommended that the Board approve the following International Education/Study Abroad program for Spring 2002:

1. Mr. Michael Stallings—On Site Program Director for the Spring 2002 session in Florence, Italy, for the period February 4 through March 24, 2002. His duties as on site director will include but will not be limited to teaching the following courses: Architecture 100 (Orientation to Architecture); Architecture 104 (History of Architecture); Architecture 99 (Independent Study); and advising students, interacting with Florence faculty who are teaching Italian 1 (Elementary Italian I); Italian 2 (Elementary Italian II) and Art 3 (History of Western Art Proto-Renaissance to 19th Century), and administering the program in Florence, Italy.

Professor Stallings will conduct nine week classes on campus during the second nine week session after returning from his duties as On Site Director for the first nine weeks in Florence, Italy.

2. Ms. Rosemary Swade, On-Site Program Director for the Spring 2002 session in Florence, Italy, for the period March 25 through May 3, 2002. Her duties as on-site director will include but will not be limited to teaching the following courses: Speech Communication 8 (Oral Interpretation of Literature); Speech Communication 12 (Interpersonal Communication); Speech Communication 99 (Independent Study); and advising students interacting with Florence faculty who are teaching Italian 1 (Elementary Italian I); Italian 2 (Elementary Italian II) and Art 3 (History of Western Art—Proto Renaissance to 19th Century), and administering the program in Florence, Italy.

Professor Swade will conduct nine week classes on campus for the first nine week session prior to assuming her duties as On-Site Director in Florence, Italy.*

*Please note items B1 and B2 were withdrawn, and no substitutions were made.

C. PROPOSED CURRICULUM CHANGES-EFFECTIVE 2001-2002 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions, inactivations, and/or deletions, effective the 2001-2002 academic year, listed below:

HEALTH SCIENCES AND ATHLETICS DIVISION

NEW COURSE

1. Radiologic Technology 93 – Venipuncture and Pharmacology for the Radiologic Technologist
Units: 1 Lecture: 1.5 hours Lab: .5 hours Faculty Load: 12.5%
Prerequisite: Radiologic Technology 108 and Radiologic Technology 122 with a minimum grade of C in prerequisite or equivalent
Corequisite: Radiologic Technology 255
Credit, degree applicable; Transfer CSU
This course provides the student with the basic concepts of pharmacology and venipuncture. The theory and practice of the basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. Delivery of patient care during these procedures is also emphasized.

INDUSTRY AND TECHNOLOGY DIVISION

NEW COURSE

1. Electronics 50Q – Introduction to Electronics and Computer Hardware
Units: 4 Lecture: 2 hours Lab: 6 hours Faculty Load: 43.333%
Credit, degree applicable
This is an introductory course for students exploring career opportunities in electronics and computer hardware technology. Students will learn basic concepts and theories of electronics, component identification and the care and use of tools and test equipment. The course also provides an overview of the techniques and skills required to choose, assemble, and maintain personal computer systems.

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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B. Grant – Information.....	1
C. Revised Board Policy 1200 – The El Camino College Vision, Mission, Philosophy, Values and Guiding Principles – First Reading.....	1, 3-7
D. New Board Policy 5040 – Student Records and Directory Information First Reading.....	2, 8-10
E. Revised Board Policy 5420 – Associated Students Finance – First Reading.....	2, 11-23
F. Revised Board Policy 5550 – Speech: Time, Place, and Manner – First Reading.....	2, 24 26*
G. New Board Policy 5150 – Extended Opportunity Programs and Services - First Reading.....	2, 27
H. New Board Policy 5400 – Associated Students Organization – First Reading.....	2, 28
I. New Board Policy 5700 – Athletics – First Reading.....	2, 29

*Please note item F was withdrawn, and no substitutions were made.

A. STUDENT FIELD TRIP

It is recommended that the Board approve the following student field trip coordinated through the El Camino College Language Program. The purpose of the trip is to provide cultural enrichment for students of the El Camino College Language Academy.

February 8, 2002 – Giselle Richards, Gamble House Bowl, Torrance, California.
Estimated students 35. Depart 1:30pm; return 5:30pm. Transportation by bus.

B. GRANT – INFORMATION

It is recommended that the Board receive information concerning the following grant:

- 1) Department of Education – Business and International Education Program/California International Trade Development. El Camino College proposes a two-year Export Enabler Program to increase U.S. exports by firms not now exporting. Roughly 85% of U.S. manufacturers do not yet export. The 7-step Export Enabler Program will proactively identify, recruit, train and develop potential exporters. This client-specific program will offer a customized regime to enable each participant to achieve new, increased and self-sustaining export sales, by: 1) Increasing structural capacity and readiness to export (needs assessment, readiness training); 2) Developing new or additional export markets (market identification, assessment and entry planning); 3) Establishing sales/distribution networks in target markets (promotion, rep-find and sales support).

Amount of Grant Funding from Granting Agency:	\$186,057
Amount of College Match (In-Kind)	<u>\$276,447</u>
Total Amount of Grant:	\$462,504
Indirect Rate: \$13,782 (8%)	
Performance period: July 1, 2002 through June 30, 2004	

C. REVISED BOARD POLICY 1200 – THE EL CAMINO COLLEGE VISION, MISSION, PHILOSOPHY, VALUES AND GUIDING PRINCIPLES – First Reading

It is recommended that the Board receive for First Reading Revised Board Policy 1200 – The El Camino College Vision, Mission, Philosophy, Values and Guiding Principles as shown on pages 3-7. During the past year, representatives from the District Planning Council, the College Council, and the CQIN Learning Team developed a vision statement, an expanded mission statement, and a revised statement of values. Following review and feedback from the Area Councils, the revised Board Policy was developed to reflect the changes. (Deletions Struck, additions in italics.)

D. NEW BOARD POLICY 5040 – STUDENT RECORDS AND DIRECTORY INFORMATION – First Reading

It is recommended that the Board receive for First Reading Board Policy 5040 – Student Records and Directory Information as shown on pages 8-10.

E. REVISED BOARD POLICY 5420 – ASSOCIATED STUDENTS FINANCE First Reading

It is recommended that the Board receive for First Reading Board Policy 5420 – Associated Students Finance as shown on page 11-23.

F. ~~REVISED BOARD POLICY 5550 – SPEECH: TIME, PLACE, AND MANNER - First Reading~~

~~It is recommended that the Board receive for First Reading Board Policy 5550 – Speech: Time, Place, and Manner as shown on page 24-26.*~~

~~*Please note item F was withdrawn, and no substitutions were made.~~

G. NEW BOARD POLICY 5150 – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES – First Reading

It is recommended that the Board receive for First Reading Board Policy 5150 – Extended Opportunity Programs and Services as shown on page 27.

H. NEWBOARD POLICY – 5400 – ASSOCIATED STUDENTS ORGANIZATION - First Reading

It is recommended that the Board receive for First Reading Board Policy 5400 – Associated Students Organization as shown on page 28.

I. NEW BOARD POLICY 5700 - ATHLETICS

It is recommended that the Board receive for First Reading Board Policy 5700 – Athletics as shown on page 29.

Vision

El Camino College will be the college of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment, which emphasizes people, respect, integrity, diversity and excellence. Our college will be a leader in demonstrating accountability to our community.

Mission

The mission of El Camino College is to meet the educational needs of our diverse community and ensure student success by offering quality, comprehensive educational opportunities.

El Camino College is committed to being an open access institution and serving students of all ages, cultures and backgrounds.

Our exemplary faculty and professional staff recognize that individual, community and global needs are diverse and changing. In response to these needs, the college offers comprehensive educational opportunities for:

- ❑ Achievement of Associate Degrees in Arts and Sciences
- ❑ Transfer to baccalaureate institutions
- ❑ Mastery of basic skills such as critical thinking, mathematics, written and oral communication
- ❑ Cultural enrichment and lifelong learning
- ❑ Acquisition of the necessary career education and skills to successfully participate in the workplace and global economy
- ❑ Development of the economy and jobs in the region and state

To assure the quality of these educational opportunities, the college is dedicated to implementing its stated institutional goals:

- ❑ Maintain optimal academic standards
- ❑ Ensure the availability of academic and student support services
- ❑ Provide the technology, infrastructure and facilities to support teaching and learning
- ❑ Foster a positive campus climate
- ❑ Create educational, business and community partnerships
- ❑ Follow progressive and prudent fiscal policies and practices
- ❑ Support continuous professional development for faculty and staff

Consistent with the mission statement, the College developed statements of philosophy, values and guiding principles as follows:

Statement of Philosophy

Everything El Camino College is or does must be centered on our community, for without our community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, it is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its sources of strength and its driving force. With this in mind, our four core values are:

People

We strive to balance the needs of our students, employees and community.

Respect

We work in a spirit of cooperation and collaboration.

Integrity

We act ethically and honestly toward our students, colleagues and community.

Respect Diversity

We recognize and appreciate our similarities and differences.

Excellence

We aspire to deliver quality and excellence in all we do.

Guiding Principles

With this in mind, Guiding Principles used to direct the efforts of the District include the following:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect of ourselves, our students, our fellow employees and our community must be our underlying goal.

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities and backgrounds.

Reference:
Accreditation Standard I

El Camino College
Adopted:

1. Responsibility
The Director of Admissions and Records shall assure that student records are maintained with applicable federal and state laws relating to the privacy of student records and shall develop procedures to implement all regulations regarding the release of student information.

2. Definition
El Camino College shall use the definitions contained in the Federal Education Rights and Privacy Act.

Rights of Students

- A. Currently enrolled or former students have a right of access to all student records relating to them.
- B. Waiver – Students may be requested to waive their right to access to student records devoted solely to confidential recommendations for career placement or postsecondary admissions.
- C. Challenge – Students have a right to challenge information contained within their student records through a defined and publicized process.
- D. Record of Disciplinary Action – Whenever there is included in any student record information concerning any disciplinary action taken by the District personnel in connection with the student, the student shall be allowed to include in such records a written statement or response concerning the disciplinary action.

Access to Student Records

- A. Consent – The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. The recipient must be notified that the transmission of the information to others is prohibited.
- B. Access – El Camino Community College District is not authorized to permit access to student records to any person without the written consent of the student or under judicial order except that access may be permitted to those individuals or organizations permitted under the Federal Education Rights and Privacy Act.
- C. Court Order – Information concerning a student shall be furnished in compliance with a court order.
- D. Subpoena – The service of a subpoena upon a District employee for the purpose of producing a student record may be complied with by submitting a certified copy of all records requested. The student shall be given prior notice of this action.

- E. Log – A log or record shall be maintained indicating access to student’s records.
- F. Statistical Data – Nothing shall preclude the District from providing, at its discretion, statistical data on students from which no individual student may be identified.

Privacy of Students Records

El Camino Community College District will release student directory information in accordance with the Federal Education Rights and Privacy Act.

Notice to Students

Students shall be advised of their rights regarding student records in the Schedule of Classes during each enrollment and on an annual basis in the El Camino Community College Catalog. Appropriate administrative regulations and procedures shall be communicated to them at that time.

Miscellaneous

- A. Financial Charges – The District may assess a reasonable charge for furnishing copies of any student record.
- B. Transfer of Student Records – Provided that there are no holds placed on records due to outstanding indebtedness or other factors, the District, upon the written request of a student, or another institution, shall transfer validated copies of all educational records to the designated institution.

Reference:

Public Law 104-206 (110 Stat. 2984; 104 H>R 3816);
Title V, Section 509(a)(I)(2), (b)(I)(2)
United States Government Code Section 93-380
California Education Code Section 76200 et seq.

El Camino College
Adopted:

Board Policy 5420**Associated Students Finance**

Associated Students funds shall be deposited with and disbursed by the Superintendent/President or designee.

The funds shall be expended according to procedures established by the Associated Students Organization, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The Superintendent/President or designee.
2. The employee who is the designated advisor of the particular student body organization;
3. A representative of the particular student organization.

The funds of the Associated Students shall be subject to an annual audit.

Reference:

Education Code 76063-76065

Associated Students Organization Constitution as amended.

El Camino College

Adopted:

Replaces Board Policy 5130

Board Policy 5550 ————— Speech: Time, Place, and Manner

The El Camino College campus is not for public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Superintendent/President shall enact and direct administrative procedures as are necessary to reasonably regulate time, place and manner of exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Superintendent/President shall be the responsibility of the Student Development Office. The administrative procedures shall not prohibit 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.

Students and off-campus 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.

Speech that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property shall be prohibited. 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 violence, 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 violence unless such speech is constitutionally protected.

Reference:

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

El Camino College

Adopted:

Replaces Board Policy 5135*

*Please note item F (Board Policy 5550) was withdrawn, and no substitutions were made.

Board Policy 5150**Extended Opportunity Programs
And Services**

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOP&S) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President or designee shall assure that the EOP&S program conforms to all requirements established by the relevant law and regulations.

Reference:

Education Code 69640 – 69656
Title 5 Sections 56200 et seq.

El Camino College
Adopted:

The students of the El Camino Community College District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students Organization of El Camino College.

The Associated Students Organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students Organization activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students Organization and its entities shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President or designee.

The Associated Students Organization and its entities shall be granted use of the premises of the District subject to such administrative procedures as may be established by the Superintendent/President or designee. Such use shall not be construed as transferring ownership or control of the premises.

Reference:

Education Code 76060

El Camino College

Adopted:

Board Policy 5700**Athletics**

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President or designee shall assure that the athletics program complies with the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference:

Education Code Section 78223

El Camino College

Adopted:

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

	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Report.....	1
B. Contracts Valued at \$50,000 or Higher.....	2
C. Bid 2001-7/Printing of College Catalog.....	3
D. Notices of Completion.....	3
E. Purchase Orders.....	3

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

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

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

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

The report for September 30, 2001, is shown on the following Quarterly Financial Status Report.

FISCAL YEAR 2001-02
Quarter Ended (Q1) September 30, 2001

<u>General Fund</u>	<u>2001-02 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,207,432	\$ 43,026	1.34%
State	54,348,069	15,294,355	28.14%
Local	33,979,778	5,356,099	15.76%
Interfund Transfers	<u>350,000</u>	<u>0</u>	<u>0.00%</u>
Total Income	\$ 91,885,279	\$ 20,693,480	22.52%
APPROPRIATIONS			
Academic Salaries	\$ 38,956,674	\$ 5,453,036	14.00%
Classified Salaries	23,939,925	3,939,163	16.45%
Staff Benefits	10,863,526	1,594,267	14.68%
Supplies/Books	2,797,830	351,691	12.57%
Other Operating Expenses	10,384,175	1,827,664	17.60%
Capital Outlay	3,667,869	305,242	8.32%
Other Outgo	<u>1,214,000</u>	<u>90,747</u>	<u>7.48%</u>
Total Appropriations	\$ 91,823,999	\$ 13,561,810	14.77%
Reserve for Contingencies	\$5,705,338	\$5,705,338	

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

It is recommended that the Board of Trustees, in accordance with Board Policy 6530, approve the District entering into the following agreement with the following contractors and that the Vice President - Administrative Services or his designee be authorized to execute the necessary documents.

Alexander's and Fresh & Natural (Joint Partnership)

Contractor will fund capital investment of approximately \$400,000 to remodel and construct three food services venues. Contractor will staff and self-manage the three areas. Income to District will increase as contractor recovers capital investment.

<u>Date</u>	<u>Amount</u>
1/1/02 - 12/31/06 with 5-year renewal option	Inc. \$75,000/Yr.

C. BID 2001-7/PRINTING OF COLLEGE CATALOG

It is recommended that the above-titled bid be awarded to the vendor listed below, in accordance with all specifications, terms, conditions issued of Bid 2001-7/Printing of College Catalog. The period of contract will be for one (1) year and may be extended for four (4) additional one-year periods if mutually agreed upon between the seller and the District.

<u>P.O.#</u>	<u>Vendor</u>	<u>Amount</u>
TBD	San Dieguito Printers [2] (includes tax & delivery)	\$14,005.39

Other Bidders: Von Hoffman Graphics, \$17,080.77 [5]; A-1 Printing, \$18,102.96 [3]; Stratacom, \$23,436.13 [3]; Castle Press, \$26,438.40 [1];

"No Bid" Responses: 5

Non-Respondents: Avalon Communications; Casey Printing; Custom Printing; Liberty Press; Penn Litho; Printing Graphics; Rodgers & McDonalds; Southwest Offset Printing; World Trade Printing; NPA; Printnetwork; Creasey Printing Services.

D. NOTICES OF JOB COMPLETION

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

<u>Project Name/Vendor</u>	<u>Cost</u>
<u>Technical Services Renovation</u>	\$179,042.23
Bid No. 9899-20	PO #B47796
Miscellaneous Construction	

Payable to: C. A. Granger Construction
750 N. Batavia, Unite F
Orange, CA 92868

E. PURCHASE ORDERS

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

Run Date
11/26/01

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 12-10-2001

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0041171	Shiffler Equipment Sales	Carpenter Shop	Supplies	\$100.98
P0041499	Magnatag Visible Systems	Parking-Student Perm	Supplies	\$76.60
P0041541	Edvotek	Life Sciences	Supplies	\$207.36
P0041585	Dell Marketing L. P.	Fiscal Services	New Computer Equipment-No	\$3,034.80
P0041600	School World Software	Information Tech.	Computer Software Account	\$308.88
P0041609	Micro Warehouse	Information Tech.	Supplies	\$427.68
P0041610	Egal Rock Information System	Information Tech.	Computer Software Account	\$756.00
P0041612	Western Graphix	Parking-Student Perm	Supplies	\$70.20
P0041622	Blankenship Police Supply	Parking-Student Perm	Replacement Equipment	\$276.46
P0041624	Pacific Parking Systems, Inc.	Parking-Student Perm	Replacement Equipment	\$1,220.40
P0041633	Dell Marketing L. P.	Torrance Program Inc	New Computer Equipment	\$214.92
P0041634	Dell Marketing L. P.	Torrance Program Inc	New Computer Equipment	\$1,919.16
P0041635	Dell Marketing L. P.	Torrance Program Inc	New Computer Equipment	\$6,657.12
P0041655	School World Software	CA Virtual Comm Coll	Software	\$88.56
P0041687	Scantron	Information Tech.	Supplies	\$1,062.45
P0041704	Abtech Support	Telecommunications	Repairs Noninstructional	\$9,099.00
P0041712	Mf Athletic Company	Resp Therapy	Supplies	\$272.93
P0041717	Image Solutions	Admissions/Records	Postage	\$8,400.00
P0041742	The Badger Don and Penny Anderson	Parking-Student Perm	Supplies	\$172.90
P0041762	Educational Resources	TITLE V - ECC Indivi	Supplies	\$403.92
P0041774	Xpedx	Copy Center	Supplies	\$1,601.59
P0041775	A.B. Dick	Copy Center	Supplies	\$798.51
P0041778	Empire Cleaning Supply	Operations	Supplies	\$1,991.95
P0041780	Boise Cascade	Warehouse	Supplies	\$1,391.04
P0041782	Lern	CalWORKs	Supplies	\$153.00
P0041786	Performance Riverside	Fine Arts	Supplies	\$800.00
P0041787	El Camino College Warehouse	Copy Center	Supplies	\$342.00
P0041788	Joshua Whalen	Humanities	Supplies	\$192.45
P0041789	Richard Cameron Jacc	Humanities	Supplies	\$125.00
P0041790	Academic Success Press, Inc.	Title V CSUDH-ECC HS	Supplies	\$81.10
P0041791	Phoenix Marketing Services	Public Information	Printing	\$2,707.51
P0041793	Apparel News	Human Resources	Multi Media Advertising	\$175.00
P0041794	E.G. Brennan & Co., Inc.	Admissions/Records	New Equipment – Noninstruc.	\$2,370.60
P0041795	American Express Travel	SBDC CITD	Conferences Mgmt	\$217.00
P0041796	American Express Travel	Public Information	Conferences Mgmt	\$101.50
P0041797	Roger's Systems Specialist	Technical Services	Repairs Parts And Supplies	\$683.42
P0041800	New Horizons Computer Learning	TTIP Tech Human Resc	Conferences Other	\$1,575.00
P0041801	Dr. Troy Johnson	Honors Program	Contract Services	\$130.00
P0041802	American Express Travel	Public Information	Conferences Mgmt	\$116.00
P0041803	Susan Saxe-Clifford, PhD	Parking-Student Perm	Other Services And Expense	\$350.00
P0041804	El Camino College Warehouse	Copy Center	Supplies	\$291.00
P0041805	Custom Trophy	Student Affairs	Expenses/Ancillary Service	\$202.50
P0041806	Aafpe Headquarters	Legal Assistance	Dues And Memberships	\$350.00
P0041807	El Camino College Warehouse	EOPS	Supplies	\$78.60
P0041809	North Star Graphics	Parking-Student Perm	Supplies	\$160.00
P0041810	Ecc Food Service-Catering	EOPS	Supplies	\$310.00
P0041811	David Whitley	V.P. Academic Affairs	Contract Services	\$75.00
P0041812	Sonshine Print Shop	Public Information	Printing	\$270.00
P0041813	Lou's Golf and Industrial Cart	Health Sciences	Liabilities/Fundraising	\$2,700.00
P0041814	Gunther Athletic Service	Health Sciences	Liabilities/Fundraising	\$418.26
P0041815	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$496.80
P0041816	California Pro Sports	Health Sciences	Liabilities/Fundraising	\$1,172.51
P0041817	Nicolet Vascular	Health Sciences	Liabilities/Fundraising	\$434.10
P0041818	Celestron International	Astronomy	Supplies	\$104.76

P0041819	X-Stamper Direct DbA Shachihata	Fiscal Services	Supplies	\$161.84
P0041820	Ecc Food Service-Catering	TANF	Supplies	\$126.25
P0041822	International Laser Group	Physical Education	Supplies	\$285.00
P0041823	CASBO	Fiscal Services	Conferences Mgmt	\$396.00
P0041824	Caled	WPLRC Technical Inst	Dues And Memberships	\$75.00
P0041825	A & E Home Video	Division Office BSSC	Supplies	\$21.10
P0041826	Pbs Home Video Cat. Mail Order	International Educat	Supplies	\$37.63
P0041827	Xpedx	Fine Arts	Supplies	\$264.77
P0041828	Xpedx Paper & Graphics	Copy Center	Supplies	\$1,558.82
P0041829	Katie Gleason	Foundation	Conferences Mgmt	\$459.02
P0041830	Janet Levine	Foundation	Conferences Mgmt	\$516.97
P0041831	Janet Levine	Foundation	Supplies	\$28.75
P0041832	Sue Burin	Foundation	Transportation/ Mileage	\$12.42
P0041833	Katie Gleason	Foundation	Transportation/ Mileage	\$14.84
P0041834	El Camino College District	Foundation	Supplies	\$34.30
P0041835	Full Compass	Music Library	Supplies	\$114.83
P0041836	Thomas Brown	Purchasing and Bus.	Liability - Self Insurance	\$418.00
P0041837	El Camino College Warehouse	Counseling Office	Supplies	\$104.80
P0041838	Infinite Concepts	SBDC CITD	Multi Media Advertising	\$375.00
P0041839	Ascap	Ctr for Arts Product	Other Services And Expense	\$1,648.22
P0041840	American Express Travel	RITC	Conferences Mgmt	\$91.50
P0041841	Micro Warehouse	00-01 P4E Fine Arts	New Equipment – Instruc.	\$269.68
P0041842	El Camino College Warehouse	Matriculation Service	Supplies	\$41.92
P0041843	Pacific Coachways	Transfer Center	Transportation	\$461.92
P0041844	American Express Travel	RITC	Conferences Mgmt	\$145.50
P0041845	American Express Travel	RITC	Conferences Mgmt	\$173.50
P0041847	Gunther Athletic Service	Health Sciences	Liabilities/Fundraising	\$186.03
P0041848	LINCO	Fine Arts	Supplies	\$172.20
P0041849	American Training Resources	Recruitment	Supplies	\$1,059.30
P0041850	Public Opinion Strategies, Llc	Institutional Service	Contract Services	\$12,000.00
P0041851	El Camino College Warehouse	Life Sciences	Supplies	\$113.18
P0041852	MacMall	00-01 P4E Fine Arts	New Equipment – Instruc.	\$291.28
P0041853	Industrial Metal Supply	Fine Arts	Supplies	\$86.08
P0041854	Wray Printing	Financial Aid	Supplies	\$38.88
P0041855	American Program Bureau	Ctr for Arts Adm Pub	Supplies	\$600.00
P0041856	American la France of la	P4E Inglewood Fire	Repairs - Instructional	\$247.75
P0041857	C. A. Granger Construction	Concrete Walkway	Contract Services	\$5,515.00
P0041858	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$201.50
P0041859	Pumpman Inc.	Facilities/Planning	Repairs Noninstructional	\$1,671.00
P0041860	Westchester, Lax, Marina Del Rey	Presidents Office	Dues And Memberships	\$275.00
P0041861	El Camino College Warehouse	CA Virtual Comm Coll	Supplies	\$104.80
P0041862	Ecc Food Service-Catering	Student Affairs	Expenses/Ancillary Service	\$125.00
P0041863	El Camino College Warehouse	Physical Education	Supplies	\$209.60
P0041864	Ecc Food Service-Catering	TANF	Supplies	\$172.50
P0041865	Copier Tech	Student Affairs	Expenses/Ancillary Service	\$238.36
P0041866	Courtyard by Marriott	Health Sciences and	Supplies	\$884.80
P0041868	Scott Elevator Consultants	Facilities/Planning/	Repairs Noninstructional	\$1,200.00
P0041869	Harold L. Tyler, Dr., Stu. Dev	Student Affairs	Conferences Mgmt	\$25.00
P0041870	Corporate Business Interior	MCS/Music Classrooms	Contract Services	\$400.00
P0041871	El Camino College Warehouse	Foster Care Education	Supplies	\$41.92
P0041872	IDS Technologies	Telecommunications	Repairs Noninstructional	\$1,260.00
P0041873	Wray Printing	DSPS	Supplies	\$349.92
P0041874	Minolta Business Systems, Inc.	Foster Care Education	Copiers	\$500.00
P0041875	Rose & Tuck, Inc	Information Tech.	Contract Services	\$300.00
P0041876	American Express Travel	Information Tech.	Transportation/ Mileage	\$222.00
P0041877	Micro Warehouse	Information Tech.	Replacement Equipment	\$604.75
P0041878	Dell Computer Corp Educational	Hawthorne Technology	Site Improvements	\$1,846.80
P0041879	American Express Travel	Information Tech.	Transportation/ Mileage	\$517.50
P0041880	Ecc Food Service-Catering	MESA Program	Conferences Mgmt	\$645.30
P0041881	Mckesson Medical	Physical Education	Supplies	\$59.35
P0041882	OSI Batteries	Ctr for Arts Product	Supplies	\$263.65
P0041883	United Oil Company	Hazmat Transportation	Gasoline	\$4,832.01
P0041884	Felton Reed	Hazmat Transportation	Gasoline	\$41.57
P0041885	Janet Levine	Foundation	Transportation/ Mileage	\$108.47
P0041886	California Designs & Awards, Inc.	Foundation	Supplies	\$62.44
P0041887	El Camino College Warehouse	Foundation	Supplies	\$37.12
P0041888	INCAT Systems, Inc.	CADD	Data Processing Rentals	\$4,500.00
P0041889	IBM Corporation	CADD	Data Processing Rentals	\$3,780.00
P0041890	Van Lingen Body Shop & Towing	P4E Inglewood Fire	Waste Disposal	\$400.00
P0041891	Haas Factory Outlet	Machine Tool Tech.	Repairs Parts And Supplies	\$94.56
P0041892	Lowes	SBDC COCCC	New Equipment – Noninstruc.	\$498.77
P0041893	School World Software	CA Virtual Comm Coll	Supplies	\$153.36
P0041894	Susan Dever	CA Virtual Comm Coll	Conferences Other	\$186.93
P0041895	Intelcom	Instructional Televi	Other Services And Expense	\$2,525.00
P0041896	The Tape Company	Audio/Visual	Supplies	\$322.38

P0041897	El Camino College Warehouse	Division Office Inst	Supplies	\$341.00
P0041898	Pacific Coachways	El Camino Language	Student Transportation	\$231.15
P0041899	Hewlett-Packard Education Store	SBDC CITD	Maintenance Contracts	\$1,057.32
P0041900	Sperka International	Recruitment/School	Dues And Memberships	\$75.00
P0041901	Crucial Technology	Recruitment/School	Supplies	\$49.54
P0041902	Weil Aquatronics	Facilities/Planning	Repairs Noninstructional	\$2,802.60
P0041903	Xpedx Paper & Graphics	Copy Center	Supplies	\$566.09
P0041904	Staples	Administrative Serv.	Supplies	\$237.58
P0041905	El Camino College Warehouse	Contract Training	Supplies	\$188.84
P0041906	Wray Printing	Copy Center	Supplies	\$533.52
P0041907	Jolene Combs	Humanities	Supplies	\$620.18
P0041908	Ids Technologies, Inc.	V.P. Academic Affairs	New Equipment – Instruc.	\$540.00
P0041909	El Camino College Warehouse	Admissions/Records	Supplies	\$1,099.00
P0041910	California Geology Circulation	Earth Sciences	Publications Periodicals	\$45.00
P0041911	University of South Carolina	TITLE V - ECC Indivi	Supplies	\$108.00
P0041912	ECC Wplrc/Culinary Arts	00-01 P4E Expanded	Other Services And Expense	\$264.60
P0041913	Law Fire Protection Company	Facilities/Planning	Other Services And Expense	\$226.80
P0041914	Postmaster	Fiscal Services	Supplies	\$500.00
P0041915	American Express Travel	Title V Management	Conferences Mgmt	\$441.50
P0041917	Precision Color Graphics	CA Virtual Comm Coll	Supplies	\$54.00
P0041918	ECC Wplrc/Culinary Arts	Information Tech.	Conferences Mgmt	\$10.80
P0041919	Hitt Marking Devices	Fiscal Services	Supplies	\$48.60
P0041920	Hitt Marking Devices	Fiscal Services	Supplies	\$36.72
P0041921	American Express Travel	Title V Management	Conferences Mgmt	\$441.50
P0041924	Rose & Tuck, Llc	Information Tech.	Contract Services	\$350.00
P0041925	Southern California Boiler	Facilities/Planning	Repairs Noninstructional	\$3,600.00
P0041926	Carolina Biological	Life Sciences	Supplies	\$234.09
P0041927	Acurid (Orkin Exterminators)	Operations	Pest Control	\$775.00
P0041928	Academic Senate for California	Academic Senate	Conferences Mgmt	\$100.00
P0041929	Academic Senate for California	Academic Senate	Conferences Mgmt	\$590.00
P0041930	Academic Senate for California	Academic Senate	Conferences Mgmt	\$795.00
P0041931	CCS Presentation Systems Inc.	VATEA Business Educa	Supplies	\$213.84
P0041933	California Placement Associat	VATEA Job Placement	Conferences Faculty	\$25.00
P0041934	Time Clock Sales and Service	Human Resources	Other Services And Expense	\$216.00
P0041935	Taverner & Browne	Copy Center	Repairs - Instructional	\$567.73
P0041936	El Camino College Warehouse	Copy Center	Supplies	\$200.00
P0041937	El Camino College Warehouse	Copy Center	Supplies	\$1,528.00
P0041939	Community College League of Calif	TTIP Library Automat	Software	\$1,970.00
P0041940	Scantron	Administrative Of Just	New Equipment – Noninstruc.	\$4,146.20
P0041941	Bruce Tell	Fine Arts	Supplies	\$200.00
P0041942	ECC Wplrc/Culinary Arts	Health Sciences	Supplies	\$1,314.36
P0041943	ECC Wplrc/Culinary Arts	Health Sciences	Supplies	\$77.76
P0041944	Los Angeles Times	Public Information	Publications/ Periodicals	\$154.80
P0041946	Capital Advantage Publishing	Public Information	Other Books	\$17.95
P0041947	Ward's Natural Science Establish	Life Sciences	Supplies	\$645.89
P0041948	Lanier Worldwide, Inc.	Health Services	Repairs Noninstructional	\$149.30
P0041949	Business Resource Group	EOPS	New Equipment – Noninstruc.	\$540.00
P0041950	American Express Travel	EOPS	Conferences Mgmt	\$251.00
P0041951	Ecc Food Service-Catering	EOPS	Supplies	\$63.00
P0041953	S.W.A.C.C.	Purchasing and Bus.	Liability - Self Insurance	\$1,091.00
P0041954	American Express Travel	TTIP Tech Human Resc	Conferences Other	\$251.00
P0041955	El Camino College Warehouse	Fiscal Services	Supplies	\$40.00
P0041958	American Express Travel	Financial Aid	Conferences Mgmt	\$191.00
P0041959	Gabriella Lopez El Camino College	Rideshare	Rideshare Incentive	\$50.00
P0041960	Kate Beley	Rideshare	Rideshare Incentive	\$50.00
P0041961	American Express Travel	Financial Aid	Conferences Mgmt	\$217.00
P0041962	Paradise Awards	Resp Therapy	Supplies	\$140.40
P0041963	Commission on Accreditation	Resp Therapy	Dues And Memberships	\$350.00
P0041964	Dell Marketing L. P.	EOPS	New Computer Equipment	\$2,738.23
P0041966	El Camino College Warehouse	Admissions/Records	Supplies	\$262.00
P0041967	Business Resource Group	EOPS	New Equipment – Noninstruc.	\$1,490.40
P0041968	Wray Printing	Recruitment/School	Supplies	\$77.76
P0041970	Pacific Coachways	Fine Arts	Supplies	\$496.80
P0041971	Sandra Nitchman	Fine Arts	Supplies	\$75.00
P0041972	Debbie Minnichelli	Fine Arts	Supplies	\$75.00
P0041973	El Camino College Warehouse	Division Office Fine	Supplies	\$104.80
P0041974	South Bay School Trustees & Admin	Presidents Office	Dues And Memberships	\$300.00
P0041975	Paradise Awards	Health Sciences	Supplies	\$243.65
P0041976	El Camino College Warehouse	Division Office Huma	Supplies	\$168.80
P0041977	Decking Dynamics, Inc.	Concrete Walkway	Site Improvements	\$5,836.00
P0041978	Viva la Pasta	Humanities	Supplies	\$350.00
P0041980	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$43.20
P0041981	Ncspod C/O Christina Gotowka	Restricted Staff Dev	Dues And Memberships	\$350.00
P0041982	Marsh Advantage America	Purchasing and Bus.	Excess Insurance	\$2,000.00
P0041985	El Camino College Warehouse	Copy Center	Supplies	\$1,410.30

P0041987 El Camino College Warehouse
P0041988 Nadine I. Hata
P0041990 Pacific Coachways
P0041991 El Camino College Warehouse

Total : 208

B0047900 Airgas Alameda
B0047901 ECCD Pty Csh
B0047903 Hershel Swinger
B0047904 Denita T. Burton
B0047905 Sharon Carter
B0047907 Dion Washington
B0047908 Fervent Charities
B0047909 Ron Johnson
B0047911 Heather Parnock
B0047912 MCSI
B0047913 Ecc Food Service-Cat
B0047914 Arizona State School
B0047915 ECC Cashier - Tuitio
B0047916 ECC Cashier - Tuitio
B0047917 Unisource
B0047918 Nicole's Deli & Cate
B0047919 E.C.C. Public Inform
B0047920 Brinks Home Security
B0047921 ECCD Petty Cash
B0047922 Ecc Food Service-Cat
B0047923 ECCD Petty Cash
B0047924 Greg Flynn
B0047925 Dawn Fleming
B0047928 Harold Daly
B0047929 Becky Bush
B0047931 ECCD Petty Cash
B0047934 E.C.C.C.D. Revolving
B0047935 Steris Corp.
B0047936 Presbyterian Interco
B0047937 E.C.C. Public Inform
B0047938 Empire Cleaning Supp
B0047939 Cedars-Sinai Medical
B0047940 Kinko's
Total : 33

Division Office Bus.
Purchasing and Bus.
00-01 P4E Puente Sup
P4E 99-00 Compre.Tra

\$163,729.76

Resp Therapy
Planning/ Research
Specific Seminars
Foster Care Education
Foster Care Education
Foster Care Education
Foster Care Education
Foster Care Education
Public Information
Audio/Visual
Presidents Office
RITC 10/1/01 - 9/30
WPLRC Skills Enhance
T.I. Cul Arts - Yr.
P4E Inglewood Fire
Contract Training
Student Affairs
Division Office Inst
Specific Seminars
00-01 Early Steps To
00-01 Early Steps To
Careers in Child Car
SBDC CITD
00-01 Modeling Appro
00-01 Modeling Appro
P4E Inglewood Fire
Learning Center
Life Sciences
Nursing
Student Affairs
Operations
Nursing
Copy Center
\$48,061.16

Supplies \$63.00
Liability - Self Insurance \$120.00
Transportation \$250.00
Supplies \$105.00

Other Instr Supplies \$150.00
Supplies \$500.00
PSA Contract Services \$666.72
PSA Contract Services \$2,350.00
PSA Contract Services \$703.00
PSA Contract Services \$333.00
PSA Contract Services \$296.00
PSA Contract Services \$559.00
PSA Contract Services \$6,500.00
Repairs - Instructional
Other Services And Expense \$10,000.00
Contract Services \$150.00
Contract Services \$4,000.00
Contract Services \$4,000.00
Utilities And Housekeeping \$1,500.00
Conferences Mgmt \$100.00
Due to Other Funds/Invest \$500.00
Other Services And Expense \$335.40
Supplies \$200.00
Other Services And Expense \$1,875.00
Other Services And Expense \$200.00
PSA Contract Services \$600.00
PSA Contract Services \$296.00
PSA Contract Services \$1,887.00
PSA Contract Services \$4,074.00
Supplies \$800.00
Supplies \$300.00
Repairs Parts And Supplies \$1,000.00
Supplies \$1.00
Due to Other Funds/Invest \$50.00
Supplies \$2,000.00
Supplies \$1.00
Supplies \$1,634.04

Total POs and BPOs : 241

TOTAL : \$211,790.92

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

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A. Employment and Personnel Changes	1-10
B. Classified Professional Growth	10-11
C. Revised Administrator Position & Classification Specifications	11, 12-14
E. Reorganization of Student & Community Advancement Area	11, 15-30
F. Volunteers.....	11

A. **EMPLOYMENT AND PERSONNEL CHANGES**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-23 & 1-13.

1. Resignation – Ms. Roslyn Garrigan, full-time paramedic instructor, Industry and Technology, effective September 28, 2001.
2. Amended Resignation – Ms. A. Carolyn Hardy, Director EOP&S and Acting Dean, Student Services, effective November 30, 2001.
3. Employment – Ms. Nili E. Steiner, full-time instructor of Emergency Medical Technology, effective December 13, 2001, to be paid by the County of Los Angeles.
4. Employment – Dr. Jeffrey Dimsdale, Acting Dean of Student Services, Range 16, Step 4 Administrator Salary Schedule, effective December 4, 2001.
5. Amend Leave of Absence – Dr. Thomas Storer, full-time instructor of Physical Education, amend leave of absence from 2001-2002 Academic year to the 2001 Fall Semester.
6. Special Assignment – Ms. Sandra Bartiromo, full-time instructor of Sign Language, for special program planning and coordination in Instructional Services, effective December 1, 2001 through June 30, 2002, to be paid \$45.92 per hour, not to exceed 110 hours or \$5,051.20, in accordance with the Agreement, Article X, Section 14(a)
7. Special Assignment – Ms. Sharen Kokaska, full-time instructor of Educational Development, to work on TRIO Grant as Learning Disabilities Program Coordinator, effective December 1, 2001 through June 30, 2002, to be paid \$45.92 an hour, not to exceed \$9,000, in accordance with the Agreement, Article X, Section 14(a).
8. Special Assignment – Ms. Inna Newbury, full-time instructor of English, to coordinate bridge to Teacher Education Program (TEP) activities, effective January 2 through January 14, 2002, to be paid \$45.92 an hour, not to exceed \$2,100, in accordance with the Agreement Article X, Section 14(a).
9. Special Assignment – Ms. Janet Young, full-time instructor of Child Development, to coordinate Teacher Education Program (TEP) activities, effective January 2 through January 14, 2002, to be paid \$45.92 an hour, not to exceed \$2,100, in accordance with the Agreement Article X, Section 14(a).
10. Special Assignment – Ms. Madeleine Carteron, full-time Counselor, to revise curriculum guide sheets and develop guide sheets for single subject majors for the Teacher Education Program (TEP), effective January 14 through May 24, 2002, to be

paid \$45.92 an hour, not to exceed \$3,300, in accordance with the Agreement Article X, Section 14(a).

11. Special Assignment – Ms. Susanna Meiers, part-time instructor of Art, (1) Art Gallery laboratory and curator to be paid \$34.44 an hour, not to exceed 24 hours a week for 18 weeks, effective January 14 through May 24, 2002 and (2) Art Gallery curator and curriculum preparations, to be paid \$34.44 an hour, not to exceed 24 hours a week, effective January 7-11 and May 27-31, 2002, in accordance with the Agreement, Article X, Section 9(l).
12. Special Assignment – Mr. Michael Miller, part-time/temporary instructor of Art, (1) Art Gallery student lab and installations, to be paid \$34.44 an hour for 12 hours a week for 18 weeks, effective January 14 through May 24, 2002; (2) Art lab, to be paid \$45.92 an hour for 4 hours a week for 18 weeks, effective January 7-11 through May 24, 2002; and (3) Art Gallery installations and curriculum preparations, to be paid \$34.44 an hour, not to exceed 24 hours a week from January 7-11 and May 24-31, 2002, in accordance with the Agreement, Article X, Section 9(l).
13. Amend Special Assignment – Ms. Takiko Morimoto, full-time instructor in Humanities, to supervise Independent Study for the Fall 2001 semester to two students at 1 unit each (total 10 hours), to be paid \$45.92 per hour, in accordance with the Agreement, Article X, Section 18(c).
14. Stipend Assignment – Mr. Raymond Lovell, full-time instructor of Education Development, to receive a \$50 stipend for a presentation for the Behavioral & Social Sciences Division on the influence of western civilization on the Saudi Arabian culture over the past 50 years, on Tuesday, November 27, 2001, in accordance with the Agreement, Article X, Section 14(a).
15. Stipend Assignment – Dr. Teena Moody, part-time/temporary instructor of Psychology, to receive a \$50 stipend for a presentation for the Psychology Department on Memory and Parkinson's Disease, November 29, 2001, in accordance with the Agreement, Article X, Section 14(a).
16. Stipend Assignment – Ms. Susan Einstein, part-time instructor of Photography for photography, film and processing of artwork in the Art Gallery for the following exhibitions, not to exceed \$108 each, in accordance with the Agreement, Article X, Section 9(l).

Fa So La Brmm Bzzz Tck Sad, October 8 through November 2, 2001

Lexicon Visual Faculty Show, November 19 through December 21, 2001

Winter's Blossom, January 2, 2002 through February 14, 2002

Of Materials and Memory, Echiko Dhira & Minoju Ohila, March 4, 2002 through April 5, 2002.

17. Stipend Assignment – The following full-time Coaches, to be hired effective January 14, 2002 through May 24, 2002, to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(a):

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
Nick Van Lue	Baseball	\$420
Albert J. Britton	Women's Soccer	\$420
Corey Stanbury	Men's & Women's Swimming	\$778
Traci Granger (Asst)	Men's & Women's Swimming	\$420
Dean Lofgren	Men's & Women's Track & Field	\$778
LeValley Pattison	Men's Volleyball	\$420

18. Stipend Assignment – The following part-time/temporary coaches to be hired effective January 14, 2002 through May 24, 2002 to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(d) as follows:

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
Gregory Bergeron (Asst)	Baseball	\$196
Terry Titus	Men's Golf	\$391
Susan Calderon	Women's Softball	\$391
William Hood (Asst)	Women's Softball	\$391
Steven Van Kanegan	Men's & Women's Tennis	\$778
Mary Ogi (Asst)	Men's & Women's Tennis	\$196
Kevin Hughley	Men's Track and Field	\$286
Shannon Runningbear	Women's Track and Field	\$105
Sean Sheil (Asst)	Men's Track and Field	\$391
Richard Blount	Men's Volleyball	\$391

19. Employment – The following part-time/temporary on-call counselors, to be hired for High School Outreach, not to exceed 24 hours per week, effective December 3, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(m):

Kimya Anthony	Catherine Lakatos
Karen R. Dickerson	Rutina Taylor
Tamasha Frazier	
Yvette C. Hernandez	

20. Employment – The following part-time temporary librarians to be hired as needed for the 2002 spring semester:

Eleanor Bowles	Bruce Russell
Anita Colby	Margaret Stevens
Sue Marquez	Robin Swallow
Nina Peters	Douglas Thompson

21. Employment – Mr. Mike H. Clemens, part-time instructor of Fire & Emergency Technology, effective January 23, 2001 through May 24, 2002, to be paid by the County of Los Angeles.

22. Employment – The following part-time/temporary instructors to be hired as needed for 2002 spring semester.

Behavioral & Social Sciences

Russell Boxley
Marie Butler
Derek Cadman
Eduardo Cairo
Michael Critelli
Frieda Dowden
Judith Dugas
Julio Farias
Thomas Glenn
Austin Gordon
Mark Gordon
Harold Grantham
Rebecca Green
Patrick Griffin
Lawrence Guillow

Shahrokh Haghghi
Paul Harley
Guinevere Hodges
Matthew Hotsinpillar
Laurie Houske
Tamara Jackson
Meric Keskinel
Sung H. Kim
Peter Kolesnik
Toshiko Konishi
Anthony Lee
Nancy Jo Melucci
Robroy Meyers
Teena Moody
Marion Moxley

Kaoru Oguri
John Olmsted
Jill Pfeiffer
Bradley Reynolds
Jeffrey Rigby
Samuel Russo
Francis Schulte
Stephanie Schwartz
Paul Swendson
Farshid Tahernia
Nikita Thompson
Mari Womack
Ventriss Woods
Akira Yamamoto
Martin Young

Business

Robert Abelson
Chris Adams
Angela Amin
Charlotte Ashford
Nicholas Barbara
William Bartz
Rose Bernyk
Jack Bliss
Glenda Brass
Patricia Campbell
Francis Capotosto
Alan Caramatti

Douglas Carnahan
Francis Chao
Noel Craven
Loretta Daniels
Reni Dougherty
Stanton Faris
Allan Fork
John Fuchs
Leonard Gilmore
Marilyn Harris
Kurt Hull
Jo Ann Jones

Alan Kennard
Carl Kirnbauer
Paul Lilliott
Gene Lowther
Leon Manuel
Katherine Maschler
Elaine McDaniel
Jon Mercant
Jannette Metcalfe
Joan Ann Mrava
Jerry Muraoka
Abbas Namazi

Denise Nevin
Michael Rahni
Joanne Ratkovich
John Rodi

Marcia Russell
O'Harrall Sago
William Saichek
Rory Schlueter

John Slawson
Brenda Williams

Fine Arts

Peter Abilogu
Deborah Aitken
Margaret Ames
Craig Antrim
Cynthia Bahti
Caroline Blake
Beverly Bledsoe
Linda Busch
David Catanzarite
Tina Chambers
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
Mary Drobny
Barbara Dyer
Susan Einstein
Kurt Festinger
Paul Fornelli
Virginia Frazier
Jonathon Grasse
Gloriane Harris
Richard Hastings
Susan Helfter
Michael Herman
Heidi Hinds
Hiroko Hojo
Grant Hungerford

Gary Y. Iida
Tomoyuki Isoyama
Maria Jaque
Karin Jensen
Kim Jensen
Isadora Johnson
Sanchez Perez Jorge
Leroy Kim
Jack King
Lawrence Klepper
Rona Klinghofer
Damon Kupper
Janice Ledgerwood-
McKenzie
Nathan Lilienthal
Kristi Lobitz
Norman Looney
James Mack
Patricia Maki
Annie Malone
Alfred W. Marshall
Margot Martin
Robert Maynard
Susanna Meiers
Roselyn Mesquita
Andrea Micallef
Karen B. Miller
Michael Miller
Ruby Millsap
Rose Misanchuk
Joseph Mitchell
Thomas Murdock
Vicki Muto
Mark Nelson
Binh Ngo

Dee Marie Nieto
Michael Oates
Nancy OBrien
Terrell O'Donnell
Marian Bodnar O'Keefe
Thomas Owens
Laurel Paley
David S. Parsons
Ann Patterson
Deborah Patterson
Wayne Perkins
Deon Price
William Pupa
Michael Quinn
Dorothy Ray
Lois Roberts
Gary Robertson
James Russell
Victoria Sanchez
Lloyd Sherman
John Shipman
Diane Simons
Konstantin Sirounian
Rena Small-Wilson
Howlett Smith
Susan Ste Marie
Joseph Stone
Bruce Tellier
Sandra Trepasso
Rickey Tyler
Stella Vognar
Randall von Bloomberg
Noah Webb
Rex Wells
Jeanette Wrate

Eunee Yee

Health Sciences & Athletics

Peter Anderson
Donald Andrews
Anthony Armand
Teri Ballard
Sivi Banks-Carson
Gregory Bergeron
Richard Blount
Keith Brown
Sacha Bryant
Susan Calderon
Marisa Chang
Pamela Chappell
Delia Cunningham
Lynette Dahlman
Mina Dastgheib
Linda Delzeit
Kathleen Ann Du Ross
Ronald Evangelista
Larry H. Franklin
Diana B. Galias
Norene Gift
Hiroko Hojo
William Hood
Michael Houck
Kevin Hughley

Paul Ichino
Mikhail Itkin
Sherry Jenkins
Karin Jensen
Bonnie Kayser
Rachel Keller
Margaret Kidwell-Udin
Monica Lizarraga
Paula Marchica
Maria Martinez
Marie Mendiondo
Stan Mintz
Josephine Moore
Helen Nakano
Mary Ogi
Ellen Olaivar
Eunjoo Paik
Larry Paul
Fred Petersen
Christine Plummer
Beverly Purdum
Rolando Reyes
Kathleen Richman
Heidi Roberts
Noel Rollon

Nathaniel Roque
Kathleen Rosales
Michael Schultz
Constance Schwartzman
Kiran Sharma
Stephen Shaw
Sean Sheil
Meta C. Simmons
Julia Sprague
Gary Stephens
Susan Stohrer
Darryl Sue
Mark Thomas
Terry Titus
Matthew Trites
Steven Van Kanegan
John Verdugo
Linda Visintainer
Danielle R. Walsh
Lisa Weyh
Joyce Wise
Karen Wyatt
Mits Yamashita

Humanities

John Accomando
Rebecca Sookhee Ahn
Crystal Allen
Joan Anderson
Marie Anglin
Jack Arensmeyer
Nancy Armstrong
Samy Ayari
Jeannine Barba

Rosalie Barlock
Maria Bauer
Mariah Beilke
Elaine Bender
Vicki Blaho
Ottillie Boboc
Mary Borell
Allison Boyce
Hector Carrio

Zeina Chakhchir
Kathleen Collins
Agnes Davies
Aleta Davis
Nancy De Noi
Mildred Drake
Kimiko Ego
Joan Engelhaupt
Helen Factor

Elizabeth Fenner
Adrian Feuchtwanger
Mihaela Florescu
Rita M. Fork
Lynn Fox
Elisa Gigliotti
Debra Gold
Antonio Gonzalez
Ellen Griffin
Julia Hackner
Bob Halpern
Hiltrud Heller
Elizabeth Hindman
William Hoanzl
Venice Hong
Patricia Hoovler
Zahid Hossain
Miriam Houssels
Aura Imbarus
Roberto Jimenez
Peggy Keith
Bruce Kermane
Jennifer Knox
Jacqueline Komninos
Christine Kurpiel
Debra Lorango
Rebecca Loya
Sandra Maltez
Karen Marblestone
Andrew Marshall
Leigh Anne McKellar

Debra Mochidome
Eric Nash
Kareema Nasouf
Susan Nozaki
Scott Odom
Sharon Osburg
Naoko Otani
Peggy Ozaki
Amir Pamugh
Eric Paschek
Bonita Pereyra
Carolina Perez
Claudia Prada
Joshua Pryor
Robert Puglisi
Molly Purcell
Cynthia Quintero
Erendira Ramirez
Loretta Ramirez
Ellen Reddingius
Robert Reichle
Natalie Ricard
Giselle Richards
Robert Robertson
Lea Ann Roddan
Alicia Rodriguez
Karen Rose
Bruno Rota
Marian Ruane
Helen Sabin
Errol Sanborn

Ruth Sanchez
David Schlick
Gary Scruggs
Dale Shannon
Adam Sharp
Harmon Sharp, III
Beth Shibata
Grace Shibata
Jan Shimaura
Gary Smith
Kent Stoddart
Robert Stone
Elizabeth Sturgeon
Eric Takamine
Kanzo Takemori
Norma E Tamer
Darrell Thompson
Cindy Tino-Sandoval
Alexander Toth
Lora Walker
Rhonda Walker
Aimee Wang-Chen
Donna West
John Wietting
Wendy Wright
Xiaowen Wu
Yong Yoon
Nina Yoshida
Hailiang Zhao
Alfred Zucker

Industry & Technology

Mark Arnold
George Allen Barber
Danny Barley
Patricia Bitker
Nancy Bond
Sergio Borbon
Timothy Breman
Marva Brooks-Allman

Henry Brown
Vera Bruce
Beverly Carlson
Anthony Chisum
Kevin Coffelt
Nicholas Colin
Julia Collett
Katherine Conley

Victor De la Torre
Robert Diaz
David Chi Do
Jeffrey Donahue
Mark Early
Michael Effler
Robert Engler
Robert Guenther

Gregory Guerrero
Craig Halker
Charles Hamilton
Antoine Harb
Tommy Jester
Glenna Johnson
June Johnson
William Johnson
George Karnazes
Jerry Kinnan
Charles Knight
James Lemmon
Mark Lepore
Edward Lugo
Lee MacPherson
Christine Mariotti
Susan Martin

Richard Paul Martinez
Victoria Martinez
Daniel Martz
James Mock
Pete Moraga
Craig Neumann
Nick Nickolin
Kent O Steen
Robert Olmsted
Roberto Pandolfi
Maximeno Pena
Eugene Rock
Bernardo Rodriguez
Monique Schaefer
John Schwab
Nancy Schwab
Franz Seifert

Richard Shima
John Skipper
John Slawson
Michael Smith
Robert Smith
Mary Sprague
Michael Thomas
Dale Ueda
Daniel Valladares
Philip Walls
Anthony Wang
Sue Warren
Sue Ann Wenzlaff
Carl Whitaker
Ronald Williams
Shirley Williams
Mits Yamashita

Instructional Services

Maria Armstrong
Vicki Blaho
Joan Dee Blank
Frances Brown
Tisa Casas
Maria Chovan
Paul Culton
Patricia Dagata

Susan Diamond-Bucher
Oscar Lee Douglas
Barbara Gomez
John Green
Paul Harley
Brenda Jackson
Edward Kelly
Sheila Lenham

Mashairi Muir
Robert Murchison
Heidi Neu
Bryan Ouchi
Nancy Soto
Patsy Tebbs
Alfred Wrobel

Mathematical Sciences

Farid Amoozegar
Robert Bauman
Beyenne Bayssa
Robert Caldwell
Paul Chang
Wei-Feng Chen
Zekarias Dammaena
Manolita L. Formanes
Gregory Fry

Monte Furuya
Theodore Gibson
Jack Gill
Astatke Gizaw
Haskell Goldman
Hamza Hamza
Raymond Ho
Thu-Hang Hoang
Daniel Horwood

Avid Khorram
William Latto Jr.
Vazken Madenlian
Cornelius Mahoney
Steve Martinez
Perry McDonnell
Tony McQuilkin
Wendy Miao
David Nakatani

Alice O'Leary
Delores Owens
Mohammad Rahnavard
Marion Reeve
Lernik Saakian
Oussama M. Safadi
Nashat Saweris
Matthew Schroeder
Nathan Schroeder

Michael Semenov
Ellis Shamash
Richard Sibner
Satish Singhal
Shane Smith
Gizaw Tadele
James Taylor
Ralph Taylor
Alberto Toledano

Michael Tran
Terry Trevarthen
Ronald Wax
Patrick Webster
Jack Wong
Rich Wong
Christie Yang
Myung Yun
Michael Zeitzew

Natural Sciences

Robin Abbott
Alireza Ansari
Kimberly Benjamin
Elena Bernick
Gary Booher
Michael Brennan
David Clement
Lynn Fielding
Bruce Fitzpatrick
Donald Frye
Bijan Haeri

Jacqueline Hams
Francisco Izaguirre
Kevin Kane
Geraldine Karpel
Jeffrey Keaffaber
Stephen Koletty
Mathew Koutroulis
Elroy Lang
Huyen Nguyen
John Ogren
Leon Palmer

M. Hassan Rezaie
Boroon
George Rossano
Ahmed Salama
Richard Slocum
Donna M. Speckman
Margo Steinman
Thomas Stewart
Carla Weaver
Jan West

23. Employment – The following part-time substitute instructors to be hired as needed for 2002 spring semester.

Behavioral & Social Sciences

Joanne Sato

Business

Ronald Chao
Hart Fleischhauer
Derf Fredericks
James Healy
Donald Holman

Andre Lee
Jeffery Powell
Randy Quiroz
Adell L. Shay
Jamy Starr

Robert Stephens
Paula Teske
Mary-Elizabeth
Wallenius
Ronald Williamson

Health Sciences & Athletics

Bonnie Hughes

Industry & Technology

Roger Des Rosiers
Edmund Gagnon
Raymond Halling

Peter Jorgensen
Wendy Kahan
Rudolph Kattan

Michael Nothern
Guy Okamoto
Bradley Sweatt

Classified Personnel

1. Resignation - Ms. Corinne Yamasaki, User Support Analyst, Range 46, Step E, Information Technology Services Division, Administrative Services Area, effective January 2, 2002, plus accrued vacation.
2. Personal Leave of Absence 50% - Ms. Catherine Lakatos, Financial Aid Advisor, Range 35, Step E, Financial Aid/Student Services Division, Student and Community Advancement Area, effective January 1 through June 30, 2002.
3. Change of Assignment – Ms. Patricia Ellsworth, Secretary Curriculum, Range 25, Step E, from Vice President’s Office – Academic Affairs to Vice President’s Office, Student Community Advancement, effective January 2, 2002.
4. Amend Work Out of Classification - Mr. Scott Crouter, from 100% to 75% Exercise Test Technician, Range 31, Step, B, 25% Program Coordinator, Range 36, Step A, Health, Sciences & Athletics Division, Academic Affairs Area, effective September 1, 2001, through January 14, 2002, instead of May 24, 2002.
5. Extend Work Out of Classification - Mr. Carl Turano, Custodian, Range 18, Step C, to Stock Clerk, Range 22 Step B, Facilities, Planning and Services Division, Administrative Services Area, effective January 1 through March 31, 2002.
6. Extend Work Out of Classification - Mr. Victor Flores, Stock Clerk, Range 22, Step E, to Skilled Trade Assistant, Range 28, Step C, Facilities, Planning and Services Division, Administrative Services Area, effective January 1 through March 31, 2002.
7. Employment - Mr. Luis Barrueta, Student Services Specialist, Range 33, Step A, Planning, Research & Development Division, Student and Community Advancement Area, effective January 2, 2002.

8. Employment - Mr. Robert Carpenter - Clerk, Range 17, Step A, Admissions & Records Division, Student and Community Advancement Area, effective January 7, 2002.
9. Employment - Ms. Anne Menoza - Computer Systems Support Technician, Range 40, Step A, Information Technology Services, Administrative Services Area, effective December 11, 2001.
10. Employment - Ms. Esperanza Nieto - Assistant Director - Admissions & Records, Range 11, Step 2, Admissions & Records Division, Student and Community Advancement Area, effective January 7, 2002.
11. Re-Employment - Ms. Martha Aaron, Clerical Assistant, Range 20, Step B, Center for Applied Competitive Technology/Community Advancement Division, Student and Community Advancement Area, effective January 2, 2002.

Temporary Classified Personnel

12. The following short-term employee for service on an as-needed basis for the 2001-2002 fiscal year:

Renate Faber
Julie Thornson

13. The following short-term employees for service on an as-needed basis from January 1 through March 31, 2002:

Luis Bonilla
Jaqueline Hampton
Jack Martin
Mitsuro Ohara
Tammy Starnes
Jose Valdez
Michael Westbrook

B. CLASSIFIED PROFESSIONAL GROWTH

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

English 350: Advanced Composition, CSUDH, Carson, CA - Priscilla Baldwin. Spring 2002 Semester. \$400 maximum.

Franklin Covey Workshop: "What Matters Most" - Hilton Hotel, Pasadena, CA - Crystal Fuentes. Dec. 19, 2001. \$235.00

SOSC 210: Tests & Measurements for Career Guidance, Distance & Online Education, California State University, Chico - Donald Ward. Spring 2002 Semester. \$400 maximum.

C. REVISED ADMINISTRATOR POSITION AND CLASSIFICATION SPECIFICATIONS

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

Assistant Director Information Technology Services as shown on pages 12-14.

D. REORGANIZATION OF STUDENT & COMMUNITY ADVANCEMENT AREA

Due to the reorganization of the Student and Community Advancement Area, it is recommended that the Board approve the elimination of the individual classifications of Dean of Counseling and Matriculation and the Dean of Student Services, and the creation of the following positions:

Director of Outreach and School Relations as shown on pages 15-17.

Dean of Enrollment Services as shown on pages 18-21.

Dean of Counseling and Student Services as shown on pages 22-24.

Dean of Student Services (eliminate) as shown on pages 25-27.

Dean of Counseling and Matriculation (eliminate) as shown on pages 28-30.

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:

Nicholas Andre Benoit
Lucas Ochoa

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Director of Information Technology Services, oversee the operations, services, and activities of the division; represent and function on behalf of the Director when required; oversee the development and maintenance of *software* used or created by the District; oversee the *production* of computer generated reports sent to the Chancellor's Office; and manage staff.

REPRESENTATIVE DUTIES:

Make the day to day decisions regarding the operations, services, and activities of Information Technology Services; interpret and administer district policies and objectives; provide necessary resources for implementing the District's technology master plan.

Provide technical assistance as required to end users; recommend and coordinate the training efforts undertaken by the District for users of applications and office support systems.

Represent the Director at meetings involving implementation of college policy and/or state mandated requirements and reports the results back to the District.

Develop plans, policies and procedures for providing services to end-users; develop and implement long and short term plans, identify end user computing requirements.

Train, supervise, and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participates on interview panels as requested.

Prioritize and schedule assignments; assign work to staff and review results; review requests for technology services and determine priority; establish internal mechanisms for assuring accurate and timely technology support for end users.

Assistant Director-Information Technology Services (continued) Page 2

Review the efforts of the application development team, ensure that user needs are properly reflected in the projects being developed and that timelines developed are consistent with user deadlines; primary responsibility for user support and training; coordinate all activities, both internal and external, that support end users.

Maintain standards, production, and documentation for various programs and systems.

Prepare and maintain a variety of records and reports.

Analyze computer generated statistics.

Monitor and change database requirements as needed for efficiency.

Attend a variety of meetings and conferences and serve on assigned committees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning and organization of technology techniques.

Web applications and electronic commerce utilizing the World Wide Web.

Hardware and software systems including UNIX and Microsoft NT.

Hardware and software problem diagnosis and resolution.

System design and analysis.

Principles and practices of administration, supervision, and training.

Record keeping techniques.

Operation of PCs, printers and other peripheral.

ABILITY:

Plan, organize and direct the daily activities of Information Systems.

Develop and maintain the various software packages used at the District.

Write or oversee the writing of computer generated reports.

Train, supervise, and evaluate assigned staff.

Determine users needs and develop applications and systems accordingly.

Assign, monitor, and review work.

Analyze and resolve technical problems.

Work independently with little direction.

Communicate effectively both orally and written.

Assistant Director-Information Technology Services (continued) Page 3

Maintain records and prepare reports.

Operate a computer and assigned office equipment.

Utilize various programming languages.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in computer science and programming and four years experience in the information technology field with increasing responsibility including one year in a supervisory or management capacity.

WORKING CONDITIONS:

May be required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, finger dexterity to operate various office machines.

Interact with a variety of individuals.

Lift up to 25 lbs.

Administrator Salary Schedule Range 13

Revised and Board Approved – December 10, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF OUTREACH AND SCHOOL RELATIONS

BASIC FUNCTION:

Under the direction of the Dean of Enrollment Services, plan, organize, control and direct the operations and activities of the functions and programs within the Outreach and School Relations department; provide leadership to the campus in the areas of recruitment, outreach and the development of relationships with schools and community entities; evaluate the effectiveness of the department's and college's outreach activities, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES:

The duties of the Director of Outreach and School Relations may include, but not be limited to, the following:

Provide leadership to the college's outreach functions which may include, but not be limited to, recruitment, the development of relationships with K-12 districts, and the development of relationships with community entities from which potential students might be recruited.

Provide overall direction and guidance to department staff in the day-to-day operation of the outreach, recruitment and relations with schools activities.

Serve as an initial point of contact for members of the local community and local school districts desiring information about El Camino College.

Assist the Dean of Enrollment Services in the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.

Assist the Dean of Enrollment Services in the development of college-community and college-school district partnerships.

Maintain effective communication with feeder school districts, community based organizations, business entities, and public agencies.

Assist in the development of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.

Participate in the development and delivery of orientation programs for new and/or returning students.

Maintain an effective working relationship with the El Camino College counselors assigned to feeder high schools.

Maintain an effective working relationship with other college departments that participate in the college's recruiting and outreach efforts.

Serve as the central clearinghouse for other college departments that participate in the college's recruiting and outreach efforts.

Stay abreast of general education/breadth requirements, degrees, certificates and majors offered by the college, and articulation agreements; answer inquiries from prospective students regarding these topics.

Assist in the development of materials for outreach and recruitment.

Schedule and participate in presentations to feeder schools and community entities, and conduct tours and presentations on campus as well as train others to do so.

Prepare and monitor the department's annual budget, and prepare the department's annual report.

Represent El Camino College at off-campus functions and events.

Participate in meetings of college personnel and representatives from feeder school districts.

Maintain and encourage effective communication with department staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the department.

Provide clearly written reports and analyses when requested or appropriate.

Demonstrate skill using technology and computer software appropriate to departmental functions, and provide leadership to department staff in the use of technology to assure the effectiveness and efficiency of departmental operations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and activities associated with the outreach, recruitment, relations with schools, and student services environment.

Basic college curricula and requirements.
Outreach methods and strategies.
District organization, operations, policies and objectives.
Development, implementation and monitoring of budget; resource development.
Oral and written communication skills.
Effective collaboration, communication and consensus-building techniques.

Principles and practices of management and supervision.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping techniques.

ABILITY TO:

Present a positive image of the college.
Communicate with a wide range of community members and prospective students.
Plan and work effectively and cooperatively with peers, faculty, administrators, staff, student and community members from multi-cultural, diverse backgrounds.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines; plan and organize work effectively.
Organize multiple projects and carry out required project details.
Evaluate department programs and functions and make recommendations for continuous quality improvement.
Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.
Communicate well in writing and orally, develop written reports and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent*, and three years experience in the coordination of student services, outreach and recruitment or school relations activities.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Required to drive to offsite locations.
Move from one work area to another.
Some night and weekend work.

Hand, wrist, and finger dexterity to operate various office machines.
Lift up to 25 pounds.

Administrator Salary Schedule – Range 8
Board Approved: December 10, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF ENROLLMENT SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, plan, organize control and direct the operations and activities of the functions and programs within the Enrollment Services Division; provide leadership to enrollment management activities across campus; evaluate the effectiveness of the division's and the college's enrollment management activities, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES:

The duties of the Dean of Enrollment Services may include, but not be limited to, the following:

Provide leadership to the enrollment services functions within the division which may include, but not be limited to, admissions and records, financial aid, matriculation services including assessment and orientation, Extended Opportunities Programs and Services (EOP&S), international students' program/language academy, veteran's services, and school relations.

Provide leadership to the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.

Participate in outreach activities and maintain effective communication with feeder school districts, community based organizations and public agencies; develop and participate in college-community partnerships; make public presentations on behalf of the college.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

Develop a comprehensive matriculation plan that includes required components of assessment, orientation, documented education plans, student follow-up, research and training in compliance with state rules and regulations.

Coordinate the implementation and monitoring of the matriculation plan including the budget, the annual report to the Chancellor's office and to the president, research and validation studies.

Design a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment; provide feedback to feeder high schools and to other divisions on campus.

Maintain knowledge of new developments and innovative enrollment management practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Serve as the resident expert for attendance accounting and education code compliance issues.

Communicate and work closely with other divisions in implementing collaborative programs designed to meet student needs; facilitate internal partnerships between and among other student support services, Community Advancement, Academic Affairs and Administrative Services.

Provide leadership in the use of technology to assure the effectiveness and efficiency of enrollment services operations.

Regularly analyze division staffing needs and make recommendations to the Vice President of Student and Community Advancement; hire, supervise and evaluate assigned staff and provide for appropriate staff development; assure compliance with the District's personnel policies, procedures and practices.

Plan for efficient and appropriate use and security of division facilities; assure compliance with health and safety regulations.

Participate in strategic planning for the college, the Student and Community Advancement Area, and the Enrollment Services Division; collaborate with department managers in setting division priorities, both short-term and long-range.

Set priorities for resource needs; identify resources for development through grants and alternative sources when appropriate; provide leadership to the development and monitoring of the division's budget; manage financial resources consistent with District policy and sound financial management principles.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college, division and departments.

Be an involved participant on the Student and Community Advancement management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Recommend and participate in the development of policy as necessary for the District to properly implement effective enrollment services and student support programs.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Community outreach methods, marketing strategies and principles.

Policies and regulations pertaining to assigned enrollment services functions.

Technological advancements and their application to enrollment services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

Oral and written communication skills.

ABILITY TO:

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.

Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines; plan and organize work effectively.

Organize multiple projects and carry out required project details throughout the years.

Evaluate division programs and functions and make recommendations for continuous quality improvement.

Develop grant or special project applications.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

Communicate well in writing and orally, develop written reports, and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Master's degree or equivalent*, three years experience in program administration or coordination, and experience with budget management.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Lift up to 25 lbs.

Administrator Salary Schedule - Range 16

Board Approved: December 10, 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF COUNSELING AND STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, plan, organize, control and direct the operations and activities of the functions and programs within the Counseling and Student Services division; provide leadership to student support activities and services across campus; evaluate the effectiveness of the division's and college's student support activities, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES:

Provide leadership to the counseling and student services functions within the division which may include, but not be limited to, counseling, articulation, Transfer Center, Career Center, CalWORKS, Student Development, Health Services, and student discipline.

Provide leadership to the development, evaluation and continuous improvement of necessary programs and services designed to assure student retention, persistence, and success.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

Work with the office of Institutional Research and Information Technology Systems division to design and implement a tracking and evaluation system to evaluate student progress, and provide feedback to feeder high schools and other divisions on campus.

Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Cooperate and support college administrators and faculty on a wide range of activities including those related to enrollment services, curriculum planning, pre-and co-requisite policies and procedures, student equity, retention and persistence.

Work with Academic Affairs and the Director of Marketing and Public Affairs to assure the development of a student-friendly schedule of classes and catalog.

Plan for efficient use and security of division facilities; assure compliance with health and safety regulations.

DEAN OF COUNSELING AND STUDENT SERVICES (Continued) Page 2

Participate in strategic planning for the college, the Student and Community and Community Advancement area, and the Counseling and Student Services division; collaborate with department managers in setting division priorities, both short-term and long-range.

Be an involved participant on the Student and Community Advancement management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Community outreach methods, marketing strategies and principles.

Policies and regulations pertaining to assigned counseling and student services functions.

Technological advancements and their application to counseling and student services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

Oral and written communication skills.

ABILITY TO:

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.

Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines; plan and organize work effectively.

Organize multiple projects and carry out required project details throughout the years.

Evaluate division programs and functions and make recommendations for continuous quality improvement.

Develop grant or special project applications.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

DEAN OF COUNSELING AND STUDENT SERVICES (Continued) Page 3

Communicate effectively in writing and orally, develop written reports, and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Requires a Master's degree in counseling, psychology, educational or career counseling, or related discipline; three years experience in counseling students in educational and career planning; and at least one year of experience in program administration or coordination.

Must have Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy pertaining to "Equivalence to the Minimum Qualifications".

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Lift up to 25 lbs.

Administrator Salary Schedule – Range 16

Board Approved: December 10, 2001

EL CAMINO COLLEGE

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

Goals of the Board of Trustees

It is recommended that the Board adopt its 2001 Self-Evaluation which is attached. This item provides the Board an opportunity to review its performance and establish goals for 2002.

In November, 1999, the Board conducted its self-evaluation. In December, 1999, the Board evaluated its performance and established the following goals:

- I. Determine direction of District Capital Investment Plan.
 - A. Discuss school facilities bond issue proposals.
 - B. Review alternative strategies for school facilities bond.
 - C. Select appropriate College options for capital development.

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

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

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

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

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

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
3. Trustees use their community ties to promote a positive image of the college	LH, SC, BB	RH, NJ, GC			
V. Board Agendas	DF, LH, SC	RH, GC, BB	NJ		
1. The Board Agendas always focus on policy issues.	DF, LH, SC	RH, NJ, GC, BB			
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.	DF, LH, SC	RH, NJ, GC, BB			
3. The Board Agendas are organized logically which facilitates efficient use of time.	DF, RH, LH, NJ, SC, BB	GC			
VI. Board Organization and Dynamics	DF, LH, BB	RH, GC, NJ, SC			
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.	DF, LH, BB	RH, GC, NJ, SC			
2. The roles of the Board officers are conscientiously implemented.	DF, LH, BB	RH, GC, NJ, SC			
3. All public meetings of the Board are conducted in compliance with the Brown Act.	DF, LH, GC, SC, BB	RH, NJ			
VII. Board Decision-Making Processes	DF, RH, LH, BB, GC, NJ	SC			
1. Trustees demonstrate respect for the opinions of others at Board meetings.	DF, LH, NJ	RH, BB, GC, SC			
2. Board meetings are structured to assure that all relevant information is considered before making a decision.	DF, RH, LH, SC, BB	GC, NJ			
3. Board members are provided with adequate information needed to fully understand the issues.	DF, LH	RH, GC, BB	SC, NJ		
VIII Trustee Development and Education	DF, LH, SC	RH, GC, BB	NJ		
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.	DF, LH, SC	RH, GC, BB	NJ		
2. Board members have a thorough understanding of the district's mission and goals.	DF, LH, SC	RH, BB, GC, NJ			
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.	DF, LH, SC	RH, BB, GC, NJ			

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	DF, LH, SC	RH, GC, BB	NJ		
5. Information about important issues is readily shared among Board members.	DF, RH, LH, SC, BB	GC, NJ			
VIII. Board Goals	DF, LH, SC	RH, NJ			GC BB
1. The Board prepares an annual set of written goals and objectives.	DF, LH, SC	RH	NJ		GC BB
2. The annual objectives of the Board are measurable	DF, LH, SC	RH, GC	NJ		BB
3. The Board has a set of clearly defined performance standards.	RH, LH, SC	BB	GC, NJ		
4. The Board's goals and objectives are clearly communicated to the college community.	LH	DF, RH	NJ BB		GC SC
IX. Board Evaluation	LH, BB	RH, GC	NJ		SC
1. The Board systematically identifies and reports its accomplishments.	DF, LH	RH, GC	NJ		SC BB
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.					
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.					

It is recommended that the Board accept the College's "Institutional Self Study in Support of Reaffirmation of Accreditation."