

Agenda, Tuesday, January 22, 2002
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 10, 2001, and the Special Board Meeting of December 19, 2001**
- III. Presentations (none)**
- 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- 43
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1 - 37
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 12
See Human Resources Agenda, Pages 1 – 34
 - E. Superintendent/President
See Superintendent/President Agenda, Page 1
- VI. Other Action Items**
 - A. Public Comment
 - B. Goals of the Board of Trustees
- 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
 - C. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 4 Cases

**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 2002-2003 Academic Year	2
D.	Revised Board Policies—First Reading.....	28

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. **In Love With Opera -** February 1, 2002 \$10,000
Los Angeles Opera Artists In Concert
Payable to: Grand Performances

A romantic evening of operatic scenes and art song ensembles with some of Los Angeles Opera's most exciting singers, Shana Blake Hill, Cynthia Jansen, Bruce Sledge and James Creswell. Christopher Harlan directs with Victoria Kirsch, music director/pianist for this evening of opera. They will also present a master class for our vocal students.

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.

After returning from his duties as On-Site Director in Florence, Italy, Professor Stallings will complete the latter part of two team-taught 18-week courses on campus.

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 3 (Group Discussion); Speech Communication 8 (Oral Interpretation of Literature); Speech Communication 12 (Interpersonal Communication); 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.

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

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

BUSINESS DIVISION

INACTIVATE COURSES

1. Computer Information Systems 5 – Computerworks
2. Computer Information Systems 24 – Utilizing WordPerfect in an Information Systems Environment
3. Law 8 – Medical Legal Problems
4. Real Estate 18 – Real Estate Office Administration

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

Computer Information Systems 13 – Introduction to Computers

Current Status/Proposed Change

This course is an introduction to ~~computer~~ computers and applications application software used by businesses. It is designed for the person with little or no computer experience as both an introduction and an entry-level overview for other Computer Information Systems classes. The class covers operating systems, and environments and how they integrate software, and with hardware. Laboratory exercises focus on application packages in word processing, software including spreadsheets, word processors, databases, presentation tools, and file management are used the use of the Internet. Spreadsheets are stressed as an important business tool. Computer terminology will be widely discussed enabling a person to become computer literate. A programming language is used to teach structure design and logic.

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

Current Status/Proposed Change

1. Business 11 – ~~Basic Bookkeeping~~ Accounting for Small Business ~~Double entry bookkeeping; journalizing, posting; preparation of trial balance; worksheets and simple~~ This course includes basic accounting procedures, preparation and analysis of financial statements, ~~special ledgers; control of cash and bank reconciliation statements, and banking, payroll processes, and special accounting journals.~~ This is an accounting course for small business in service and retail environments.

Note: This course is not open to ~~student~~ students who ~~has~~ have credit for or ~~is~~ are currently enrolled Business 1A. This course is not recommended for the student who has completed two years of high school bookkeeping with a grade of C or better.

Current Status/Proposed Change

2. Business 16 – ~~Electronic Calculators in~~ 10-Key Calculating for Business This course offers instruction and practice in ~~operating ten-key electronic printing calculators; business applications~~ for developing speed and accuracy on the 10-key computer keypad using proper touch techniques. Students will learn to apply basic math and calculator functions to typical business tasks such as payroll, invoices, pricing, inventory, and depreciation.

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION, COURSE CONTENT

Current Status/Proposed Change

1. Business 1B – ~~Principles of~~ Managerial Accounting This course emphasizes advanced accounting theory, principles, and practices for the corporation form of ownership. A major focus of the course is on ~~financial~~, managerial, cost, and manufacturing accounting and related issues in the corporate environment.

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

Current Status/Proposed Change

1. Business 1A – ~~Principles of~~ Financial Accounting This ~~is an introductory~~ course ~~is an introduction to~~ covering the fundamentals of financial accounting theory and practice. ~~Emphasis in this course will be on~~ of the corporate entity. Topics will include the analysis, recording, analyzing, and summarizing ~~procedures in preparing financial statements for sole proprietorship and partnerships~~ of accounting transactions on the accrual basis. An emphasis will be on accounting as an information system to meet the demands of users for decision making.

CHANGES IN NUMBER, DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Change

1. Computer Information Systems ~~51~~ 142 – Implementing and Administering Network Routers Cisco 3
Prerequisite: Computer Information Systems ~~44~~ 141 with a minimum grade of C or equivalent (Successful completion of the CompTIA Network+ Certification is an equivalent.)

Current Status/Proposed Change

1. Computer Information Systems ~~52~~ 143 – LAN and WAN Router Configurations Cisco 4
Prerequisite: Computer Information Systems ~~51~~ 142 with a minimum grade of C or equivalent (Successful completion of Cisco CCNA “Semesters” 1, 2, and 3 is an equivalent.)

CHANGES IN NUMBER, DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), COURSE CONTENT

Current Status/Proposed Change

1. Computer Information Systems ~~44~~ 140 – ~~Microcomputer~~ Data Communications Cisco 1
Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience
Recommended Preparation: Computer Information Systems ~~20~~ and 40

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

Current Status/Proposed Change

1. Computer Information Systems ~~45~~ 141 – ~~Local Area Networks Using~~ Networking Microcomputers Cisco 2
Prerequisite: Computer Information Systems 140 with a minimum grade of C or equivalent
Recommended Preparation: ~~Computer Information Systems 40 or 44 or equivalent experience~~ None

NEW COURSES

1. Business 56abcd – Preparation for MOUS Certification in Word
Units: 1 Lecture: .5 hour Lab: 1 hour Faculty Load: 8.333%
Prerequisite: Business 52A or Business 54 with a minimum grade of C in prerequisite or equivalent experience with Microsoft Word
Credit, degree applicable
This course provides students with the problem-solving concepts and skills required to qualify for MOUS (Microsoft Office User Specialist) certification in Microsoft Word. Students will build proficiency in Microsoft Word and learn to integrate all the features of the Microsoft Word

program. An optional MOUS certification test is offered on completion of the course for an additional fee.

2. Business 57abcd – Preparation for MOUS Certification in PowerPoint

Units: 1 Lecture: .5 hour Lab: 1 hour Faculty Load: 8.333%

Prerequisite: Business 54 with a minimum grade of C or equivalent experience with Microsoft PowerPoint

Credit, degree applicable

This course provides students with the problem-solving concepts and skills required to qualify for MOUS (Microsoft Office User Specialist) certification in Microsoft PowerPoint. Students will build proficiency in PowerPoint and learn to integrate all the features of the Microsoft PowerPoint program. An optional MOUS certification test is offered on completion of the course for an additional fee.

3. Computer Information Systems 83 – Database Administration Using Oracle

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

Prerequisite: Computer Information Systems 28 with a minimum grade of C or equivalent
Credit, degree applicable

This course focuses on the architecture and administration of large multi-user databases. Topics include database system installation, use of V\$ views, performance tools, database mapping, protection, and security.

4. Real Estate 32 – Real Estate Loan Processing

Units: 3 Lecture: 3 hours Faculty Load: 20%

Recommended Preparation: Real Estate 11 with a minimum grade of C
Credit, degree applicable

This course prepares the student for an entry-level position as a real estate loan processor using required documents established by industry standards. The course content includes processing for conventional loans, governmental loans, and the secondary money market criteria for loans collateralized by real property.

5. Real Estate 90abcd – Real Estate Assistant

Units: 1 Lecture: 1 hour Faculty Load: 6.667%

Recommended Preparation: Real Estate 11 with a minimum grade of C or equivalent (California Department of Real Estate license is equivalent.); eligibility for English A
Credit, not degree applicable

This course is designed to develop the skills necessary for a student to participate in real estate transactions in real estate assistant positions. Emphasis is placed on communication skills, time management, organizational skills, and familiarity with industry forms.

FINE ARTS DIVISION

INACTIVATE COURSES

1. Art 21ab – Exploration of Children's Art

2. Art 44abcd – Graphic Production

3. Music 101abcd – Practicum in Music
4. Music 332A – Basic Piano and Musicianship I
5. Theatre 92 – Stage Management
6. Theatre 92L – Stage Management Performance Attendance Laboratory

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

1. Art 1L – Art in Modern Life Art Gallery Attendance Laboratory

Current Status/Proposed Change

~~This course includes gallery attendance at~~ **Students attend** selected art exhibitions/~~Artist in-Residency presented in the El Camino College Art Gallery and/or~~ events offered by ~~South Bay the El Camino College~~ Center for the Arts.

2. Art 3 – History of Western Art – Proto-Renaissance to 19th Century

Current Status/Proposed Change

~~This course focuses on~~ **A study of the history, development, and evolution of** painting, sculpture, architecture, and related art forms; **in Western culture and** their integration with changing social, political, religious, and philosophical ~~and religious~~ conditions from the 14th through the 18th centuries. This course, the second in a series of three on the history of Western art, focuses on the Proto-Renaissance (1300-1400), Renaissance (1400-1525), Mannerism (1525-1600), and Baroque (1600-1750) periods in Italy, Spain, Flanders, The Netherlands, France, England, and **Germany**. ~~Illustrated with slides, prints and films.~~

3. Art 10ab – Drawing Fundamentals I

Current Status/Proposed Change

~~Introductory~~ **This course in** is an introduction to the techniques, media, and concepts of **drawing**. ~~with Instruction in~~ is designed to foster observational, compositional, interpretive, and expressive **proficiencies**. **Representative topics include observation, perception, and the drawing process; contour and line; value, perspective volume, and color** ~~designed to develop observational, compositional, interpretive and expressive capabilities~~ **light theory; composition and pictorial structure; and linear perspective**. Also included is an introduction to color theory.

4. Music 23Labcd – Applied Music Concert Attendance Laboratory

Current Status/Proposed Change

~~Students will attend~~ **Concert attendance at** selected musical events **offered** at **the** El Camino College ~~offered by the~~ Center for the Arts.

5. Music 52Labcd – Concert Choir Performance Laboratory

Current Status/Proposed Change

Students will attend the laboratory for additional hours as required in Music 52abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance, and ~~observation of performance through~~ concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

6. Music 53Labcd – Chorale Performance Laboratory
Current Status/Proposed Change
Students will attend the laboratory for additional hours as required in Music 53abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance, and ~~observation of performance through~~ concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

7. Music 55Labcd – College Community Choir Performance Laboratory
Current Status/Proposed Change
Students will attend the laboratory for additional hours as required in Music 55abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance, and ~~observation of performance through~~ concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

8. Music 57Labcd – Women’s Chorus Performance Laboratory
Current Status/Proposed Change
Students will attend the laboratory for additional hours as required in Music 57abcd ~~—Women’s Chorus relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance, and ~~observation of performance through~~ concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

9. Music 64Labcd – Symphonic Band Performance Laboratory
Current Status/Proposed Change
Students will attend the laboratory for additional hours as required in Music 64abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance, and observation of performance through concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

10. Music 65Labcd – College Community Band Performance Laboratory
Current Status/Proposed Change
Students will attend the laboratory for additional hours as required in Music 65abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance, and observation of performance through concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

11. Music 68Labcd – Jazz Band Performance Laboratory
Current Status/Proposed Change
Students will attend the laboratory for additional hours as required in Music 68abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance and observation of performance through concert attendance at selected musical events at **offered by the** El Camino College ~~offered by the~~ Center for the Arts.

12. Music 69Labcd – College Community Jazz Band Performance Laboratory
Current Status/Proposed Change

~~Students will attend the~~ laboratory for additional hours as required in Music 69abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance and observation of performance through concert attendance at selected musical events at ~~offered by the~~ El Camino College ~~offered by the~~ Center for the Arts.

13. Music 70Labcd – Symphony Orchestra Performance Laboratory

Current Status/Proposed Change

~~Students will attend the~~ laboratory for additional hours as required in Music 70abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance and observation of performance through concert attendance at selected musical events at ~~offered by the~~ El Camino College ~~offered by the~~ Center for the Arts.

14. Music 71Labcd – Chamber Orchestra Performance Laboratory

Current Status/Proposed Change

~~Students will attend the~~ laboratory for additional hours as required in Music 71abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance and observation of performance through concert attendance at selected musical events at ~~offered by the~~ El Camino College ~~offered by the~~ Center for the Arts.

15. Music 72Labcd – College Community Orchestra Performance Laboratory

Current Status/Proposed Change

~~Students will attend the~~ laboratory for additional hours as required in Music 72abcd ~~relating to elements of performance including, but not limited to,~~ additional rehearsal time, participation in public performance and observation of performance through concert attendance at selected musical events at ~~offered by the~~ El Camino College ~~offered by the~~ Center for the Arts.

16. Photography 51 – Elementary Photography

Current Status/Proposed Change

~~This is the first course in which most students interested in~~ ~~photography will enroll.~~ ~~The course is designed as an introductory course for the major who does not have a solid background in photography and the student who wishes to explore in this field, use it as an elective, or satisfy a requirement in some other field of study.~~ ~~Photography 51 provides experience in the taking,~~ ~~Instruction emphasizes camera operation and exposure settings,~~ ~~processing and~~ ~~developing, enlarging and printing,~~ ~~of black and white materials.~~ ~~Also included are the basic elements of good composition, proper exposure, and lighting techniques (both indoor and outdoor) and print finishing mounting.~~ ~~Also covered is the critical analysis of the aesthetic and technical merits of photographs.~~

Note: This course satisfies the photography requirement for students majoring in journalism.

17. Speech Communication 5 – Mass Communication

Current Status/Proposed Change

~~Utilization of~~ ~~In this course, students examine the ways in which books, newspapers, magazines,~~ ~~film,~~ ~~radio, television, film,~~ ~~music, the Internet, public relations, and~~ ~~advertising, newspapers,~~ ~~magazines in education, business and industry.~~ ~~Experiences in researching, writing, and~~ ~~evaluating such specialized uses of electronic and film media~~ ~~have influenced, and continue to influence, society.~~ ~~The communication process, mass communication theory, and media regulation are discussed with particular attention paid to communication ethics.~~

18. Theatre 1 – Theatre Appreciation
Current Status/Proposed Change
 This course is a broad survey of the entire theatre field focusing on modern theatre practice and the theory and practice of modern theatre. Some historical background is provided. Topics include acting, directing, design of scenery, architecture, lighting, costuming, makeup, stage properties, and the American musical. Elements of playwriting, critical analysis, and career opportunities are also covered. Attendance is required at selected theatre events at El Camino College presented by the South Bay Theatre Department, El Camino College Center for the Arts, and selected master classes related to professional events.
19. Theatre 1L – Theatre Appreciation Production Attendance Laboratory
Current Status/Proposed Change
 Attendance is required at selected theatrical productions or events at El Camino College offered presented by South Bay the Theatre Department and El Camino College Center for the Arts.
20. Theatre 8 – Introduction to Acting
Current Status/Proposed Change
 Designed for the non-theatre major. ~~An introduction to the separate parts of the composite art of acting which includes thought, emotion, specific movement and vocal,~~ this course introduces the fundamental elements and techniques of acting. Emphasis is placed on improvisation, pantomime, vocal ~~the~~ development and physical exercises culminating in scene work. The ultimate goal is to develop a basic knowledge and ability to use beginning of effective acting techniques through the application of physical and vocal exercises, improvisation and pantomime, and culminates with the performance of scenes from selected plays. ~~and apply those techniques to other non-acting careers.~~ Attendance is required at selected theatre events presented by the at El Camino College offered by the Center for the Arts.
21. Theatre 8L – Introduction to Acting Production Attendance Laboratory
Current Status/Proposed Change
 Attendance at ~~This course provides the opportunity for students to attend selected theatrical productions or events at El Camino College.~~ Students are required to attend a minimum of one departmental production, one professional production offered by the South Bay El Camino College Center for the Arts, and one Master Class related to the professional production.
22. Theatre 84 – Stagecraft
Current Status/Proposed Change
 Required of all theatre majors, Theory ~~This course emphasizes both the theoretical and practical experience of in the technical phases aspects of play production, including scene design, set construction, scenery painting, handling and storage, rigging and equipment, properties, and the manipulation of stage scenery. During lab hours class Students will be involved participate in shop procedures and practices, safe tool usage, material selection, and fabrication methods.~~ Attendance at ~~Students must attend~~ selected theatre events at El Camino College offered by the South Bay Center for the Arts.
23. Theatre 84L – Stagecraft Production Attendance Laboratory
Current Status/Proposed Change

Attendance at **Students will attend** selected theatrical productions or events at El Camino College offered by the ~~South Bay~~ **El Camino College** Center for the Arts.

CHANGE IN CONDITION OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Art 143abcd – Digital Design and Publishing
Current Status/Proposed Change
Prerequisite: one semester of Art 141abcd with a minimum grade of C or equivalent experience
Recommended Preparation: ~~Art 39ab or Art 44ab~~ **Art 41ab**

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

1. Art 141abcd – Computer Art I
Current Status/Proposed Change
Prerequisite: one semester of Art 10ab or Art 37ab **or Art 41ab or Photography 51** with a minimum grade of C in prerequisite
Recommended Preparation: eligibility for English 2R; ~~Fashion 3, Interior Design 3, Family and Consumer Studies 3 or Nutrition and Foods 3~~ (for classes taught on the Macintosh) ~~or Computer Information Systems 3~~ (for classes taught on Windows) ~~or equivalent~~ **working** knowledge of the ~~appropriate~~ computer and operating system

This course is ~~an introduction to the use of the computer to produce art work and covers the function and application~~ **provides a foundation in the two basic types of graphics software, vector (drawing) and raster (painting) graphics software, and prepares the student for intermediate to advanced study in digital art. Students will work on a variety of digital projects involving drawing, design, typography, and photographic manipulation. Topics such as resolution and scanning, color modes, file formats, printing, and the preparation and use of images in various graphics applications are also included.**

2. Music 23abcd – Applied Music/Private Lessons
Current Status/Proposed Change
Corequisite: Music 23Labcd and a large ensemble class at El Camino College
Enrollment Limitation: audition to establish performance ~~skills of at least~~ **proficiency at an intermediate level before or during the first week of the semester**
This course is a workshop/recital class in Applied Music and which includes a private one hour lesson per week. The student is required to practice on campus a minimum of five hours per week, to enroll and participate in a large performing music ensemble class at El Camino College, and to attend selected musical events offered by the El Camino College Center for the Arts. Selected students may perform in a public recital and in occasional master classes.

3. Theatre 14A – Fundamentals of Acting
Current Status/Proposed Change

Corequisite: ~~enrollment in~~ Theatre 14Labe

Recommended Preparation: eligibility for English 2R or ESL 52C

This course is ~~required of all Theatre majors.~~ It is a study of acting and development of acting the techniques, styles, and disciplines of acting. The student is provided with theory and practical experience with varied characterizations. Emphasis is placed on individual growth and acquired skills demonstrated through play and character analysis followed by presentations of scenes from contemporary realistic plays. Attendance is required at selected theatre events at ~~El Camino College~~ offered by the South Bay **El Camino College** Center for the Arts.

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

1. Music 53abcd – Chorale

Current Status/Proposed Change

Grading Method: Letter grade ~~only~~ and credit/no credit option

This course provides an opportunity to participate in a small (30 voice) chamber chorale ensemble. Choral literature of all styles will be performed including folk songs and show tunes. Singers in this ensemble will perform on campus and in the community as well as on concert tours.

2. Music 57abcd – Women’s Chorus

Current Status/Proposed Change

Grading Method: Letter grade ~~only~~ and credit/no credit option

This course provides an opportunity to participate in a female women’s choral ensemble. Choral literature, of all styles composed or arranged for women’s chorus voices of all styles, will be performed. Singers in this ensemble will perform at the conclusion of each semester.

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

Current Status/Proposed Change

1. Theatre 14Labe – Acting Class Production Attendance Laboratory

Corequisite: ~~enrollment in~~ Theatre 14A, or 14B, or 14C

Students will attend selected theatrical productions or events at ~~El Camino College~~ offered by the South Bay **El Camino College** Center for the Arts.

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

1. Music 52abcd – Concert Choir

Current Status/Proposed Change

Corequisite: Music 52Labc

Recommended Preparation: ~~one semester of Music 58abcd or audition~~ None

Grading Method: Letter grade ~~only~~ and credit/no credit option

~~Opportunity to sing music of all styles, to improve the singing voice, and to continue~~ This is a non-audition ensemble designed for the study of musical symbols and performance of choral works of various styles. Emphasis is placed on development of the voice in relationship to choral singing and the continuous growth of musicianship appropriate to choral literature. ~~Students~~ The ensemble will perform in concert at the conclusion of each semester. ~~Extra rehearsals may be required.~~

2. Music 55abcd – College Community Choir

Current Status/Proposed Change

Corequisite: Music 55Labcd

Recommended Preparation: ~~previous choral experience and ability to read music; open to all students without audition~~ None

Grading Method: Letter grade ~~only~~ and credit/no credit option

~~A choral ensemble formed to~~ This is a course designed for the study and perform performance of major choral works including those with orchestral accompaniment, light opera and other appropriate choral materials in various styles. Although auditions are not required, emphasis will be placed on development of the voice in relation to choral singing, and public performances will be held on campus and in the community. Soloists, as needed, may be auditioned and chosen from among the chorus members membership. Attendance at performances is required. The performance schedule includes winter and spring concerts.

3. Music 64abcd – Symphonic Band

Current Status/Proposed Change

Corequisite: Music 64Labcd

~~Recommended Preparation~~ Enrollment Limitation: some high school band or orchestra experience or ability to perform music of moderate difficulty on standard band instrument

Grading Method: Letter grade ~~only~~ and credit/no credit option

~~Study~~ This ensemble studies and performance of performs compositions of moderate difficulty from the standard wind band literature with repertoire. Emphasis is placed on stylistic and historical emphasis performance practices, playing Extensive training in concert band techniques, and musicianship sight reading a large body of varied materials. Concerts are performed on and off campus.

4. Music 65abcd – College Community Band

Current Status/Proposed Change

Corequisite: Music 65Labcd

~~Recommended Preparation~~ Enrollment Limitation: previous band or orchestra experience or ability to perform music of moderate difficulty on standard band instrument

Grading Method: Letter grade ~~only~~ and credit/no credit option

~~Emphasis on preparation of performance~~ This ensemble rehearses and performs traditional, contemporary and popular band literature representing diverse styles and genres. Emphasis is placed on playing technique and musicianship. and sight reading. Music selected from current and historic scores. Concerts performed Performances are held on and off campus and in the community.

5. Music 68abcd – Jazz Band

Current Status/Proposed Change

Corequisite: ~~enrollment in~~ Music 68Labcd

Enrollment Limitation: audition at the first class meeting (ability to perform music of moderate difficulty on a standard jazz instrument)

Grading Method: Letter grade ~~only~~ and credit/no credit option

~~Rehearsal~~ This ensemble studies and performance performs a variety of music in a variety of from the swing era to contemporary styles jazz written for the large standard jazz band instrumentation. Opportunity for Emphasis is placed on section development, improvisation, extended solos, and improvisation literature that is original and of increasing difficulty.

~~Appearances in~~ Performances include campus concerts as well as at local schools and in jazz festivals.

6. Music 69abcd – College Community Jazz Band

Current Status/Proposed Change

Corequisite: ~~enrollment in~~ Music 69Labcd

Enrollment Limitation: audition at the first class meeting (ability to perform music of moderate difficulty on a standard jazz instrument)

Grading Method: Letter grade only and credit/no credit option

~~Rehearsal~~ This ensemble rehearses and performance of performs literature written for large jazz band ensemble. Emphasis is placed on section development, improvisation, and extended solos and literature that is original and of increasing difficulty in a variety of styles from swing to contemporary jazz. Performances are held on and off campus.

7. Music 70abcd – Symphony Orchestra

Current Status/Proposed Change

Corequisite: ~~enrollment in Music 70Labcd~~

Recommended Preparation: ~~some high school band or orchestra experience or ability to perform music of moderate difficulty on standard orchestral instrument~~ None

Enrollment Limitation: ~~audition at the first class meeting (for wind, brass and percussion only ability to perform music of moderate difficulty on a standard orchestral instrument)~~

Grading Method: ~~Letter grade only~~ and credit/no credit option

~~Study and public performance of~~ This ensemble rehearses and performs classics from the standard symphony orchestra literature with repertoire. Emphasis is placed on stylistic and historical ~~emphasis~~ performance practices, playing techniques, and musicianship. ~~Extensive training in orchestral techniques, sight reading and~~ Literature includes works for string and full orchestras, as well as solo and choral accompanying. Concerts are performed on and off campus.

8. Music 71abcd – Chamber Orchestra

Current Status/Proposed Change

Corequisite: ~~enrollment in Music 71Labcd~~

Recommended Preparation: ~~some high school band or orchestra experience or ability to perform music of moderate difficulty on standard orchestral instrument~~ None

Enrollment Limitation: ~~audition at the first class meeting (for wind, brass and percussion only ability to perform music of moderate difficulty on a standard orchestral instrument)~~

Grading Method: ~~Letter grade only~~ and credit/no credit option

~~Study and public performance of~~ This ensemble studies and performs works for string, chamber, and full standard chamber orchestra literature with an emphasis on stylistic and historical ~~emphasis~~ performance practices, playing technique, and musicianship. ~~Extensive training in small orchestral techniques, sight reading, and~~ Literature includes works for string and full orchestra as well as solo and choral accompanying accompaniment. Concerts performed Performances are held on campus and in the community.

9. Music 72abcd – College Community Orchestra

Current Status/Proposed Change

~~Corequisite: enrollment in Music 72Labcd~~

Recommended Preparation: ~~some high school band or orchestra experience or ability to perform music of moderate difficulty on standard orchestral instrument~~ None

Enrollment Limitation: ~~audition at the first class meeting (for wind, brass and percussion only ability to perform music of moderate difficulty on a standard orchestral instrument)~~

Grading Method: ~~Letter grade only~~ and credit/no credit option

~~Study~~ This ensemble studies and ~~public performance of~~ performs compositions from the standard and popular orchestra literature suited to a community orchestra orchestral repertoire. ~~Training in orchestral techniques, sight reading, and solo and choral accompanying.~~ Emphasis is placed on stylistic and historical and stylistic study of chosen literature performance practices, playing techniques, and musicianship. Literature includes works for full orchestra as well as solo accompanying. Concerts are performed on and off campus.

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

Current Status/Proposed Change

1. Art 41ab – Lettering I and Typography

Accurate analyses, production and reproduction of letters in calligraphy, lettering and typography useful for advertisements, books, and fliers. Pencil, pen, brush techniques and application in word arrangement and advertising layout. Applicable in printing, advertising art, sign painting, industrial design and architectural display.

This course provides a foundation in typography for students interested in graphic design and digital arts. Lettering techniques from calligraphy to digital typesetting will be covered. The use of type in printed publications, advertising, web design, and motion graphics will be explored. Students will create typographic designs for both page and screen layout.

Current Status/Proposed Change

2. Art 144abcd – Three-Dimensional Computer Animation

This course is an introduction to three-dimensional animation concepts and skills using the computer. Areas covered include Students will receive hands-on experience with three-dimensional animation software, digitizing images, and output to video. Emphasis is placed on art and design concepts of expression and communication.

Current Status/Proposed Change

3. Art 145abcd – Beginning Multimedia Design

This course presents the basics of creating is designed to enable the student to create two-dimensional animation and interactive and multimedia products on the computer for the World Wide Web. It will cover Hands-on exercises lead students through screen and interface design, principles of animation, typography, digital imaging, digital sound, and digital video. Various types of examples of web animation and online interactive and multimedia products such as games, educational programs, magazines and computer presentations media will be discussed. Students will be introduced to digital imaging, illustration and the authoring of programs through hands-on exercises. Assignments will include result in the creation of an original interactive multimedia project web animations that include interactivity.

Current Status/Proposed Change

4. Music 67Labcd – ~~Dance Music~~, Big Band Jazz Performance Laboratory

Students will attend the laboratory for additional hours as required in Music 67abcd – ~~Dance Music, Big Band~~ relating to elements of performance including, but not limited to, additional rehearsal time, participation in public performance and observation of performance through concert attendance at selected musical events at offered by the El Camino College offered by the Center for the Arts.

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

Current Status/Proposed Change

1. Music 67abcd – ~~Dance Music~~, Big Band **Jazz**
Corequisite: ~~enrollment~~ in Music 67Labcd
Enrollment Limitation: audition at the first class meeting (ability to perform music of moderate difficulty on a standard jazz instrument)
~~Grading Method: Letter grade only and credit/no credit option~~
Rehearsal **This ensemble rehearses and performance of performs commercial dance big band music, emphasizing styles of the 1930s and 1940s from the swing era. The literature includes works by composers such as Ellington, Basie, and Kenton, as well as opportunities for vocal jazz soloists. Emphasis is placed on section development, extended solos, and improvisation. Performances are held on campus and in the community.**

NEW COURSE

1. Art 195ab – Portfolio and Career Planning for Artists and Designers
Units: 2 Lecture: 2 hours Faculty Load: 13.333%
Credit, degree applicable; Transfer CSU
This course analyzes various sectors of the art and design industry and provides instruction in portfolio planning and resume preparation for specific career areas. Management skills for independent freelance projects will also be covered.

HEALTH SCIENCES AND ATHLETICS DIVISION

DISTANCE EDUCATION COURSE VERSION

1. Contemporary Health 1 – Personal and Community Health Issues (Online)

HUMANITIES DIVISION

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

1. English 27 – Children’s Literature

Current Status/Proposed Change

~~Intensive study of~~ This course introduces students to children’s literature. ~~Analysis of~~ including classic and contemporary works, by writers such as Lewis Carroll, Robert Louis Stevenson, and Beatrix Potter. Artistic and Literary and artistic qualities are examined with respect to historical conditions and psychological development of children contemporary perspectives. A wide variety of Books will be for preschoolers to adolescents are read dealing with preschool through adolescence and analyzed.

2. Journalism 2 – Public Relations Methods

Current Status/Proposed Change

Philosophy and This course provides instruction in the practice of public relations, in business, educational, governmental including writing news releases and other institutions. Study of broadcast announcements, creating newsletters, placing photos and advertising, and developing public, media, methods, press relations and publicity campaigns. Emphasis is on journalistic style and the analyses of case studies.

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

1. English 4 – Grammar and Structure

Current Status/Proposed Change

Recommended Preparation: eligibility for English A or English 1A

A This course open to all students but especially is for students who desire or need want to become thoroughly familiar with English grammar, usage, and structure, and usage. An emphasis is placed on recognizing, writing, and combining sentences. In addition, with traditional grammar, and usage, and mechanics, instruction as it pertains they pertain to writing with correctness, clarity, and good effective style, are included.

~~(English 4 complements rather than competes with English 1A.)~~

2. English 30 – The English Bible as Literature

Current Status/Proposed Change

Recommended Preparation: eligibility for English 1A

This course is a study of the types of literature used in both the Old and New Testaments of the English Bible. Readings and discussions emphasize analysis of such forms as the short story, poetry, letters, biographical literature, and historical literature.

NEW COURSE

1. English 46 – Literature and Sexual Identity
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Transfer CSU
This course examines how a culture's ideas about gender identity and sexual orientation affect the form and impact of literature. Materials will include canonical works that reflect themes of dissident sexuality, as well as contemporary works that write openly about the modern gay and lesbian experience.

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Air Conditioning and Refrigeration 31 – Fundamentals of Electronic Controls
2. Air Conditioning and Refrigeration 33 – Energy Management

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

1. Fashion 31 – History of Costume
Current Status/Proposed Change
Associate in Arts Degree – Section A. 3. Humanities
Associate in Science Degree – Section A.3. Humanities
CSU General Education Requirement – Section C. 1. Arts
~~History of dress, decoration and fashion as it has evolved throughout history. This course covers the important periods of costume design and their effects and reasons and relationships to political, social and economic conditions of the times and how they have influenced life style and cultural influences will be investigated culture. Emphasis is placed on study of the timeline both aesthetic and functional aspects of costumes and its relationship to present and future as well as important people who have influenced fashion their importance in the evolution and inspiration of modern dress.~~

CHANGES IN UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION

1. Cosmetology 10 – Introduction to Cosmetology I
Current Status/Proposed Change
Units: 9 **8.5** Lecture: 4 hours Lab: ~~16~~ **14** hours
Faculty Load: ~~106.667~~ **96.667**%
This is the first of a two-course introductory series covering the principles and practical operations of cosmetology techniques, procedures, and equipment for wet and thermal styling, permanent waving, chemical straightening, hair coloring, and scalp treatments. This is the first

course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment.

Note: ~~Two course sequence~~ Students who have earned credit in Cosmetology 1 cannot receive unit credit for Cosmetology 10 and 11 same as Cosmetology 1.

2. Cosmetology 11 – Introduction to Cosmetology II

Current Status/Proposed Change

Units: 9 ~~8.5~~ 16 Lecture: 4 hours Lab: ~~16~~ 14 hours

Faculty Load: ~~106.667~~ 96.667%

This is the second of a two-course introductory series covering the principles and practical operations of cosmetology techniques, procedures, and equipment for wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, facials, and manicuring and pedicuring. This is the second course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment.

Note: ~~Two course sequence~~ Students who have earned credit in Cosmetology 1 cannot receive unit credit for Cosmetology 10 and 11 same as Cosmetology 1.

CHANGES IN DESCRIPTIVE TITLE, UNITS, LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION

Current Status/Proposed Change

1. Cosmetology 1 – Introduction to ~~Vocational~~ Cosmetology Procedures

Units: ~~16.5~~ 16 Lecture: ~~5~~ 6 hours Lab: ~~35~~ 30 hours

Faculty Load: ~~208.333~~ 190%

This course covers the **study of** basic principles and practical operations of cosmetology equipment, procedures and techniques. It is designed as an intensive, multi-disciplinary workshop in the most common cosmetology processes. Lectures center on the fundamental theories of the practice of cosmetology and their application. Laboratory work is designed to support with practical application, the basic cosmetology student with an intensive forum for development of basic cosmetology skills, techniques, safety practices, and sanitation procedures.

Note: Students who have earned credit in Cosmetology 10 and 11 cannot receive unit credit for Cosmetology 1.

Current Status/Proposed Change

2. Cosmetology 12 – Intermediate Cosmetology I

Units: 9 ~~8.5~~ 16 Lecture: 4 hours Lab: ~~16~~ 14 hours

Faculty Load: ~~106.667~~ 96.667%

This is the first of a two-course intermediate series covering the principles and practical operations of cosmetology techniques, procedures and equipment for wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, facials and manicuring and pedicuring. This is the third course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment.

Note: ~~Two course sequence~~ Cosmetology 12 and 13 same as Cosmetology 2.

Current Status/Proposed Change

3. Cosmetology 13 – ~~Intermediate~~ **Advanced** Cosmetology ~~II~~ **I**

Units: 9 ~~8.5~~ 16 Lecture: 4 hours Lab: ~~16~~ 14 hours

Faculty Load: ~~106.667~~ 96.667%

This is the second of a two-course intermediate series covering the principles and practical operations of cosmetology techniques, procedures and equipment for wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, facials and manicuring and pedicuring. This is the fourth course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment

~~Note: two-course sequence Cosmetology 12 and 13 same as Cosmetology 2.~~

CHANGES IN NUMBER, UNITS, LECTURE/LAB HOURS, FACULTY LOAD

Current Status/Proposed Change

1. Cosmetology 2~~abcd~~ – Advanced Cosmetology Procedures
Units: ~~16.5~~ 8 Lecture: ~~5~~ 3 hours Lab: ~~35~~ 15 hours
Faculty Load: ~~208.333~~ 95%

CHANGES IN NUMBER, DESCRIPTIVE TITLE, UNITS, LECTURE/LAB HOURS, FACULTY LOAD

Current Status/Proposed Change

1. Cosmetology 14~~abcd~~ – Advanced Cosmetology ~~Procedures~~ II
Units: 9 8.5 Lecture: 4 hours Lab: ~~16~~ 14 hours
Faculty Load: ~~106.667~~ 96.667%

NEW COURSES

1. Administration of Justice 134 – Introduction to Crime Analysis
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English 2R
Credit, degree applicable; Transfer CSU
This course is designed to acquaint the student with the techniques necessary to develop basic crime analysis skills needed in today's law enforcement environment. Specifically, it will enable them to analyze data, and transform their analysis into a specific and proactive plan to combat a variety of crime related problems. The course will especially benefit those law enforcement professionals, both sworn and civilian, who are integrally involved in a community based policing program focused on responding to a local community's quality of life issues.
2. Administration of Justice 190 – Law Enforcement Explorer Academy
Units: 3 Lecture: 2.5 hours Lab: 1.5 hours Faculty Load: 24.167%
Enrollment Limitation: Medical examination (current within last six months)
Credit, not degree applicable
This course is designed to expose the pre-employment student to the many facets of law enforcement. Instructional activities will emphasize career exploration, law enforcement history and organization, professionalism, teamwork, drill and ceremony, cardiopulmonary resuscitation (CPR), and firearm safety. Upon successful completion of the course, a student will be eligible to become a member of a local Police Department Explorer Post.
3. Administration of Justice 220 – Perishable Skills Training – LEDS/FOS

Units: .5 Lecture: 9 hours (one week course) Faculty Load: 3.333%

Enrollment Limitation: Possession of a P.O.S.T. Certificate

Credit, not degree applicable

This course provides peace officers instruction in perishable skills, which have been identified by the Commission of Peace Officer Standards and Training (P.O.S.T.) as driving and force options. Student proficiency will be evaluated on Law Enforcement Driving Simulators (LEDS) and Force Options Simulators (FOS).

4. Air Conditioning and Refrigeration 27 – Heating Technologies

Units: 4 Lecture: 3 hours Lab: 3 hours Faculty Load: 35%

Prerequisite: Air Conditioning and Refrigeration 21 or 22 or equivalent

Credit, degree applicable; Transfer CSU

This course covers the principles of gas, electric, radiant and boiler operated heating systems. Classroom discussions focus on maintenance, repair and service techniques for furnaces, steam and hot water boilers. Laboratory exercises emphasize the use of test instruments and safety controls.

5. Cosmetology 16abcd –Cosmetology Applications

Units: 4 Lecture: 1.5 hours Lab: 7.5 Faculty Load: 47.5%

Prerequisite: Cosmetology 1 or 10 with a minimum grade of C in prerequisite or equivalent

Credit, degree applicable; Transfer CSU

This course covers the study of intermediate principles, procedures, techniques, and practical operations of cosmetology equipment. It is designed as an intensive, multidisciplinary workshop in the most common cosmetology processes. Lectures center on the theories of the practice of cosmetology and their application. Laboratory work is designed to provide the student with a forum for development of intermediate cosmetology skills, techniques, safety practices and sanitation procedures.

6. Fire and Emergency Technology 152 – Flashover Survival Training

Units: .5 Lecture: 9 hours (1 week course) Faculty Load: 3.333%

Enrollment Limitation: current employment as a paid, volunteer or auxiliary firefighter

Credit, not degree applicable

This course is designed to provide students with the skills necessary to survive fire flashover. Students learn to recognize the incipient stages of fire development, survival techniques and combat techniques that delay flashover. Each student will participate in live exercises simulating flashover in a Swede Survival Flashover Container.

Note: This course is repeatable.

7. Fire and Emergency Technology 163 – Open Water Lifeguard Academy

Units: 5 Lecture: 4 hours Lab: 3 Faculty Load: 41.667%

Enrollment Limitation: acceptance in the Los Angeles County Fire Department Recurrent Lifeguard program

Credit, not degree applicable

This course provides instruction in surf and beach conditions, environmental hazards, lifesaving techniques, first aid, rescue equipment, and legal issues to prepare the student for employment as a recurrent lifeguard.

8. Industry and Technology 15 – Exploring Careers in Industry and Technology
 Units: 3 Lecture: 3 hours Faculty Load: 20%
 Credit, degree applicable
 This course introduces the technology, skills, equipment and materials utilized in the following disciplines: Administration of Justice, Air Conditioning and Refrigeration, Architecture, Automotive Collision Repair and Painting, Automotive Technology, Computer Aided Design/Drafting, Construction Technology, Cosmetology, Culinary Arts, Electronics, Environmental Technology, Fashion Design, Fire and Emergency Technology, Machine Tool Technology and Welding. Career options of each discipline studied will be presented.

INSTRUCTIONAL SERVICES DIVISION

COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Human Development 10 – Strategies for Success in College

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

1. Sign Language/Interpreter Training 263 – Interpreting/Transliterating Laboratory
Current Status/Proposed Change
~~Recommended Preparation: Sign Language/Interpreter Training 18B or concurrent enrollment or recommendation of instructor~~
Prerequisite: Sign Language/Interpreter Training 17B with a minimum grade of C
Corequisite: Sign Language/Interpreter Training 18A
2. Sign Language/Interpreter Training 264 – Sign to Voice Laboratory
Current Status/Proposed Change
~~Recommended Preparation: Sign Language/Interpreter Training 19 or concurrent enrollment or recommendation of instructor~~
Prerequisite: Sign Language/Interpreter Training 18A and Sign Language/Interpreter Training 263 with a minimum grade of C in prerequisite
Corequisite: Sign Language/Interpreter Training 19

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

1. Educational Development 21 – Career Preparation
Current Status/Proposed Change
 Lecture: ~~1~~ **2** hours Lab: ~~3~~ **2** hours Faculty Load: ~~21.667%~~ **23.333%**
~~Designed to assist students with special needs in the process of developing and pursuing goals for future employment. The~~ **This** course assists the student in exploring **selecting a** career choices, ~~matching interests with abilities, investigating career opportunities and practicing employment~~ **developing effective job** seeking skills. **The student will complete an interest**

inventory, review academic performance, research various careers and practice the steps necessary to attain employment.

MATHEMATICAL SCIENCES DIVISION

INACTIVATE COURSES

1. Computer Science 5 – Computer Programming with Pascal
2. Computer Science 45 – Introduction to COM
3. Mathematics R – Basic Mathematics

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

1. Mathematics 23 – Pre-Algebra
Current Status/Proposed Change
Prerequisite: Mathematics R **10B** with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment
2. Mathematics 25 – Pre-Algebra Review
Current Status/Proposed Change
Prerequisite: Mathematics R **10B** with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment
3. Mathematics 60 – Elementary Geometry
Current Status/Proposed Change
Prerequisite: Mathematics 40 **or Mathematics 41B** with a minimum grade of C **in prerequisite** or qualification by testing (El Camino College Mathematics Placement Test) and assessment

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

1. Mathematics 99abc – Independent Study
Current Status/Proposed Change
Enrollment Limitation: **Completion of two mathematics courses that are transferable to CSU or UC with a minimum grade of B in each course and acknowledgment by Recommendation of the instructor with whom the student will work**
~~Independent study~~ **This course provides special advanced studies in a subject field of mathematics for students wishing to undertake special studies not covered in the normal regular departmental offerings. Regular conferences with the instructor are coordinated with assigned mathematics research projects (60 hours per unit).**

NEW COURSES

1. Computer Science 23 – Advanced Computer Programming in Java
Units: 4 Lecture: 3 hours Lab: 3 hours Faculty Load: 35%
Prerequisite: Computer Science 3 with a minimum grade of C or equivalent Credit, degree applicable
This course includes writing computer programs using advanced Java features such as swing, exception handling, multithreading, Java Database Connectivity, Java servers and servlets, Remote Method Invocation, Java beans, and multimedia. The course focuses on building enterprise classes and creating web enabled applications that can communicate with the database using a Local Area Network or web interface. In addition, technology to improve the robustness and reliability of such applications is emphasized.
2. Computer Science 60 – Programming with ASP.NET and C# in Web Based Computer Science Applications
Units: 4 Lecture: 3 hours Lab: 3 hours Faculty Load: 35%
Prerequisite: Computer Science 4 with a minimum grade of C or equivalent Credit, degree applicable
This course introduces students to web based programming using ASP.NET, C#, and object-oriented programming. Students will learn ASP.NET's web forms, web controls, custom controls, and data binding. Additional topics include ASP.NET class hierarchy and C# inheritance. In the computer laboratory, students will create computer science web applications, such as a scientific web calculator.
3. Computer Science 99abc – Independent Study
Units: 1-3 Lecture: arranged hours Lab: arranged hours Faculty Load: 0%
Enrollment Limitation: Completion of two courses in Computer Science with a minimum grade of B in each course and acknowledgment by the instructor with whom the student will work
Credit, degree applicable; Transfer CSU
This course provides special advanced studies in a subject field of computer science not covered in the regular departmental offerings. Regular conferences with the instructor are coordinated with assigned computer laboratory and research projects (60 hours per unit).
4. Mathematics 10A – Basic Arithmetic Skills, Part I
Units: 2 Lecture: 2 hours Faculty Load: 13.333%
Credit, not degree applicable
This introductory arithmetic course is designed to develop number and operation sense using whole numbers and fractions. Topics include writing whole numbers in various forms, estimation, divisibility tests, and applications.
Note: Students enrolled in this course are required to participate in individual and group activities.
5. Mathematics 10B – Basic Arithmetic Skills, Part II
Units: 2 Lecture: 2 hours Faculty Load: 13.333%
Credit, not degree applicable

This course is a continuation of arithmetic and is designed to develop number and operation sense using decimals and percents and to develop problem-solving skills using proportions. Topics include writing decimals in various forms, estimation, ratios, and applications.
Note: Students enrolled in this course are required to participate in individual and group activities.

6. Mathematics 41A – Elementary Algebra, Part I

Units: 3 Lecture: 3 hours Faculty Load: 20%

Prerequisite: Mathematics 23 or Mathematics 25 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Credit, degree applicable

This course includes the study of real numbers, the solutions and applications of linear equations and inequalities, polynomials, and coordinate graphing of linear equations.

Note: Students enrolled in this course are required to participate in group activities.

Note: Mathematics 41A and 41B together are equivalent to Mathematics 40.

7. Mathematics 41B – Elementary Algebra, Part II

Units: 3 Lecture: 3 hours Faculty Load: 20%

Prerequisite: Mathematics 41A with a minimum grade of C or equivalent Credit, degree applicable

This course continues the study of introductory algebraic concepts and includes the solutions and applications of systems of linear equations, factoring techniques, simplification of rational and radical expressions, and the solution of quadratic equations.

Note: Students enrolled in this course are required to participate in group activities.

Note: Mathematics 41A and 41B together are equivalent to Mathematics 40.

8. Mathematics 65ab – Introduction to the Graphing Calculator

Units: 1 Lecture: 1 hour Faculty Load: 6.667%

Prerequisite: Mathematics 40 or Mathematics 41B with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Credit, degree applicable

This course is designed for students who are using, or plan to use, a graphing calculator in mathematics courses. Students will learn to use a graphing calculator to graph functions, evaluate functions, solve equations, check answers, and calculate descriptive statistics.

9. Mathematics 66ab – The Graphing Calculator for Calculus

Units: 1 Lecture: 1 hour Faculty Load: 6.667%

Prerequisite: Mathematics 180 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Credit, degree applicable

This course is designed for students who are using, or plan to use, a graphing calculator in calculus courses. Students will learn to use a graphing calculator to approximate limits, solve equations, calculate derivatives numerically, evaluate definite integrals, fit curves to existing data, and explore topics such as Riemann sums, Taylor series, and Newton's Method.

10. Mathematics 115 – Probability and Statistics for Prospective Elementary School Teachers
 Units: 4 Lecture: 4 hours Faculty Load: 26.667%
 Prerequisite: Mathematics 70 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment
 Recommended Preparation: eligibility for English 1A
 Credit, degree applicable; Transfer CSU
 This course is designed for students who plan to become elementary school teachers and will emphasize group and hands-on activities, the use of computer software, and graphing calculators in the exploration of statistics and probability. Topics include creating and interpreting graphs, random variables and sampling, measures of central tendency and dispersion, analysis of experiments including hypothesis testing, design of experiments, and data gathering. In addition, basic laws of probability, logic and set theory including dependent, independent, and mutually exclusive events, odds, and expected values will be explored.
11. Mathematics 116 – Geometry and Measurement for Prospective Elementary School Teachers
 Units: 4 Lecture: 4 hours Faculty Load: 26.667%
 Prerequisite: Mathematics 60 and Mathematics 110 with a minimum grade of C in prerequisite or equivalent
 Credit, degree applicable; Transfer CSU
 This course is designed for prospective elementary school teachers and emphasizes problem solving with particular focus on constructing tables and recognizing patterns. Topics include informal geometry, congruence similarity, constructions, transformations, tessellations, and measurement involving both English and metric units in one, two, and three dimensions. Problem solving will include the use of computer software and hands-on activities.

D. REVISED BOARD POLICIES – FIRST READING

It is recommended that the Board receive for First Reading the following new and revised policies:

New Policy

4010 Academic Calendar

Revised Policy

Replaces #

4020 Curriculum & Program Review and Approval	6123
4025 Philosophy for Associate Degree and General Education	6121
4235 Credit by Examination	6126
4300 Field Trips and Excursions	6132
7400 Travel	4332

Board Policy 4010

Academic Calendar

The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval an academic calendar.

Reference:

Education Code Section 70902(b)(12)

El Camino College

Policy

Adopted:

Board Policy 4020

Curriculum and Program Review and Approval

The El Camino Community College District Board of Trustees (Board) establishes this policy to ensure that the development, review, and revision of the District's programs and curriculum are the primary responsibility of the faculty.

The College Curriculum Committee, a standing committee of the Academic Senate, has the primary responsibility of recommending to the Board through the Board's designee, the Vice President of Academic Affairs (V.P.A.A.), approval of programs and curriculum.

It is the intent of the Board that procedures be jointly established by the Academic Senate and the V.P.A.A. to implement this policy. These procedures shall:

1. Provide for primary faculty involvement in the development, evaluation, review, and maintenance of programs and curriculum;
2. provide opportunities for timely comment by students, other members of the college staff, and community representatives;
3. delineate the responsibilities of Division Curriculum Committees and academic departments;
4. provide opportunities for appeal;
5. provide for the systematic and regular review of programs and curriculum;
6. ensure standards for academic rigor.

Approved by the College Curriculum Committee: September 25, 2001

Approved by the Academic Senate: October 16, 2001

Reference:

Education Code Section 70902(b);
Title 5, Section 51022(a)

El Camino College

Policy

Replaces Board Policy 6123

Board Policy 4025

Philosophy for Associate Degree & General Education

El Camino College recognizes the importance of the individual to the local, state, national, and international communities. The College, through the awarding of an associate degree, strives to create an environment which stimulates greater individual creativity and achievement, personal and social responsibility, as well as ethical and technological awareness. The degree requirements lead students through patterns of learning experiences designed to develop certain capabilities and insights through general education and sufficient depth in a specific field of knowledge.

El Camino College recognizes the need to provide a multi-dimensional, multicultural, and integrative general education curriculum as the core of the associate degree. With this objective in mind, El Camino College pledges to develop and maintain a general education curriculum that promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health and self-understanding. General education curriculum will enhance appreciation and understanding of the scientific method and the relationships between science and other human activities. It will also develop an understanding of methods of inquiry regarding human behavior, foster an appreciation of how societies and social groups operate, and develop awareness of the ways people throughout the ages have responded to themselves and the world around them in artistic and cultural creations.

Approved by the College Curriculum Committee: March 27, 2001

Approved by the Academic Senate: May 15, 2001

Reference:

Title 5, Section 55805

El Camino College

Policy

Replaces Board Policy 6121

Board Policy 4235

Credit by Examination

It shall be the policy of the El Camino Community College District, under the California Administrative Code, Title 5, Section 55753, and the requirements established by the Board of Trustees, to grant credit by examination.

The purpose of credit by examination shall be to allow a student to gain credit for a specific course by demonstrating mastery of the subject matter and/or skills. Updated lists of courses eligible for credit by examination shall be kept in the academic and counseling division offices as well as the records office. It shall be established that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course objectives for which credit is requested. Proficiency in subject matter or skills shall be assessed through examination, portfolio, or skills demonstration, and must be at the level expected of students who have successfully completed the course at El Camino College.

The eligibility and fee requirements along with the procedures and restrictions for obtaining credit by examination shall be on file in the Administrative Procedures Handbook. These are available in the College records office, counseling services, and all academic division offices. They are also published in the College Catalog and Schedule of Classes.

Reference:

Title 5, Section 55753

El Camino College

Policy

Replaces Board Policy 6126

Board Policy 4300

Field Trips and Excursions

1. It shall be the policy of El Camino College to conduct field trips or designate alternate class sites to extend the educational value of the instructional program under procedures established for that purpose.
2. Definitions
 - a. An Instructional Field Trip, referred to as Field Trip, shall be defined as a trip away from the El Camino College campus for a specified period of time that provides for registered students to attend a designated program that is in conjunction with a course of instruction and for which the instructor arranges transportation that is provided by the District.
 - b. An Alternate Class Site Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their transportation. The class shall be conducted entirely at the specified site (the class may not be moved during the class period between several sites). It is intended to replace a regularly scheduled class. An alternate class site meeting must be located within a 50-mile radius of the District and last no more than seven hours.
3. All field trips shall require the approval of the Division Dean, the V.P. of Academic Affairs and the Board of Trustees. Alternate class site meetings require the approval of the Division Dean.
4. For field trips the District shall provide transportation by use of District equipment or contracted transportation. When District equipment is used, the Board of Trustees, through its designated representatives, shall secure liability insurance as appropriate.
5. The following activities do not come under the scope of this policy and must be coordinated with the Area of Student and Community Advancement: athletic activities, field trips in the Counseling Division, activities in which student organizations, clubs, etc. participate and all non-District sponsored events.
6. A certificated employee, who is the representative of the District, shall supervise each field trip or alternate class site meeting. This instructor shall be responsible for directing the trip while in transit and for the enforcement of administrative rules and regulations.

7. The District shall have liability insurance to protect itself and its employees in the performance of their approved, legitimate duties as described in the relevant procedures. In addition, the District shall provide or make available medical, hospital service or accident insurance for students participating in field trips or alternate site class meetings.
8. Field trips and alternate class site meetings are intended to serve as extensions of the classroom whereby authorized faculty and students are provided with opportunities to “travel to locations where materials of instruction may be observed and studied directly in their functional settings.”
9. All persons attending field trips or alternate class site meetings “shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.” (Title 5 §55450)
10. “No group shall be authorized to take a field trip or excursion ~~---~~ authorized by this policy if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.” (Title 5 §55450) All students shall be given an equal opportunity to participate.
11. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided.

Reference:

Title 5, Section 55450

El Camino College

Policy

Replaces Board Policy 6132

Board Policy 7400

Travel

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board.

See Management Procedures 1000.

El Camino College

Policy

Replaces Board Policy 4332

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

		<u>Page No.</u>
A.	Student Field Trip.....	1
B.	El Camino College Pep Squad Competition.....	1
C.	Community Education Program - Spring *2001 2002.....	1
D.	Community Education Program – Spring 2002.....	2, 4-16
E.	Revised Board Policy 1200 – The El Camino College Vision, Mission, Philosophy, Values and Guiding Principles – Second Reading and Adoption.....	2, 17-19
F.	New Board Policy 5040 – Student Records and Directory Information - Second Reading and Adoption.....	2, 20-21
G.	New Board Policy 5150 – Extended Opportunity Programs and Services - Second Reading and Adoption.....	2, 22
H.	New Board Policy 5400 – Associated Students Organization - Second Reading and Adoption.....	2, 23
I.	Revised Board Policy 5420 – Associated Students Finance – Second Reading and Adoption.....	3, 24-36
J.	New Board Policy 5700 – Athletics – Second Reading and Adoption.....	3, 37

***President Fallo read in the correction: 2001 should be 2002.**

A. STUDENT FIELD TRIP

It is recommended that the Board approve the following student field trip coordinated through the Transfer Center. The purpose of the trip is to provide university experience for students of the El Camino College Transfer Center. Additional supervisory staff that may be needed: René Lozano, Lori Losorelli, Van Nguyen, Griselda Castro, Ken Gaines.

January 25, 2002 – Sue Oda-Omori – University of California at Los Angeles, Los Angeles, California. Estimated students 30. Depart 8am. return 3pm. Transportation by bus.

B. EL CAMINO COLLEGE PEP SQUAD COMPETITION

It is recommended that the Board approve attendance of the El Camino College Pep Squad at the Cheer and Dance National Championship Competitions February 7-10, 2002, Las Vegas, Nevada and April 4-7, 2002, Daytona Beach, Florida. Funds in the amount of \$4,000 are approved for use from the Auxiliary Services Championship fund. Additional funds will be acquired through fundraising. Sacha Bryant, Advisor and Coach.

Terrian L. Ashley, Elia Badran, Tami K. Birch, Ronette M. Carter, Michelle Dominguez, Lanita C. Edmond, Shawna J. Ford, Michael L. Gallardo, Roger G. Gomez, Kristen L. Grammer, Yolanda J. Jordan, Rebecca F. Kilroy, Kathleen A. Majdali, David Marquez, Jennifer L. McMinn, Jodi R. Moore, Jimmy Muratalla, Natalie Pulido, Kirra L. Reitan, Traci M. Roberts, Cesar A. Rodriguez, Daniel L. Sandoval, Jr., Amber L. Seibert, Sophia N. Serrano-Elhatem, Frederick R. Trujillo, Christina L. Wood

C. COMMUNITY EDUCATION PROGRAM – SPRING *2001

It is recommended that the Board approve the following Community Education Program class for Spring *2001. It is further recommended that payment to the instructor for the class be based on specifications in the contract. The specification is either 1) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

*President Fallo read in the correction: 2001 should be 2002.

<u>Course No.</u>	<u>Instructor</u>	<u>Days/Dates</u>
Spanish for Health Professionals	Laura Landry	Thurs 1/10-2/14

D. COMMUNITY EDUCATION PROGRAM – SPRING 2002

It is recommended that the Board approve the attached Community Education Program classes/events for Spring 2002 as shown on pages 4-16. It is further recommended that payment to the instructors for the classes be based on specifications in their contract. The specification is either 1) a 50-50 split of revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

E. REVISED BOARD POLICY 1200 – THE EL CAMINO COLLEGE VISION, MISSION, PHILOSOPHY, VALUES AND GUIDING PRINCIPLES – SECOND READING AND ADOPTION

It is recommended that the Board adopt amended Board Policy 1200 – The El Camino College Vision, Mission, Philosophy, Values and Guiding Principles as shown on pages 17-19. (Deletions Struck, additions shaded.)

F. NEW BOARD POLICY 5040 – STUDENT RECORDS AND DIRECTORY INFORMATION – SECOND READING AND ADOPTION

It is recommended that the Board adopt Board Policy 5040 – Student Records and Directory Information as shown on pages 20-21.

G. NEW BOARD POLICY 5150 – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES – SECOND READING AND ADOPTION

It is recommended that the Board adopt Board Policy 5150 – Extended Opportunity Programs and Services as shown on page 22.

H. NEW BOARD POLICY – 5400 – ASSOCIATED STUDENTS ORGANIZATION – SECOND READING AND ADOPTION

It is recommended that the Board adopt Board Policy 5400 – Associated Students Organization as shown on page 23.

I. REVISED BOARD POLICY 5420 – ASSOCIATED STUDENTS FINANCE – SECOND READING AND ADOPTION

It is recommended that the Board adopt Board Policy 5420 – Associated Students Finance as shown on page 24-36.

J. NEW BOARD POLICY 5700 – ATHLETICS – SECOND READING AND ADOPTION

It is recommended that the Board adopt Board Policy 5700 – Athletics as shown on page 37.

Community Education Programs Spring 2002			E-empl						
			N-non	Meeting Dates		Time			
ID	Title	Instructor	E/N	#mt gs	First	Day	Start	End	Add'l Dates
18075	Access 2000 Certification Series	Active Education	N-non		2/28	Thur			avail 90 days
18076	Excel 2000 Certification Series	Active Education	N-non		2/28	Thur			avail 90 days
18077	Outlook2000 Cert. Series	Active Education	N-non		2/28	Thur			avail 90 days
18078	PhotoDraw 2000	Active Education	N-non		2/28	Thur			avail 90 days
18079	PowerPoint 2000 Cert. Series	Active Education	N-non		2/28	Thur			avail 90 days
18080	Project 98	Active Education	N-non		2/28	Thur			avail 90 days
18081	Word 2000 Certification Series	Active Education	N-non		2/28	Thur			avail 90 days
18184	Access 2000 Certification Series	Active Education	N-non		3/28	Thur			avail 90 days
18185	Excel 2000 Certification Series	Active Education	N-non		3/28	Thur			avail 90 days
18186	Outlook2000 Cert. Series	Active Education	N-non		3/28	Thur			avail 90 days
18187	PhotoDraw 2000	Active Education	N-non		3/28	Thur			avail 90 days
18188	PowerPoint 2000 Cert. Series	Active Education	N-non		3/28	Thur			avail 90 days
18189	Project 98	Active Education	N-non		3/28	Thur			avail 90 days
18190	Word 2000 Certification Series	Active Education	N-non		3/28	Thur			avail 90 days
18281	Access 2000 Certification Series	Active Education	N-non		4/25	Thur			avail 90 days
18282	Excel 2000 Certification Series	Active Education	N-non		4/25	Thur			avail 90 days
18283	Outlook2000 Cert. Series	Active Education	N-non		4/25	Thur			avail 90 days
18284	PhotoDraw 2000	Active Education	N-non		4/25	Thur			avail 90 days
18285	PowerPoint 2000 Cert. Series	Active Education	N-non		4/25	Thur			avail 90 days
18286	Project 98	Active Education	N-non		4/25	Thur			avail 90 days
18287	Word 2000 Certification Series	Active Education	N-non		4/25	Thur			avail 90 days
18337	Access 2000 Certification Series	Active Education	N-non		5/23	Thur			avail 90 days
18338	Excel 2000 Certification Series	Active Education	N-non		5/23	Thur			avail 90 days
18339	Outlook2000 Cert. Series	Active Education	N-non		5/23	Thur			avail 90 days
18340	PhotoDraw 2000	Active Education	N-non		5/23	Thur			avail 90 days
18341	PowerPoint 2000 Cert. Series	Active Education	N-non		5/23	Thur			avail 90 days
18342	Project 98	Active Education	N-non		5/23	Thur			avail 90 days
18343	Word 2000 Certification Series	Active Education	N-non		5/23	Thur			avail 90 days
18420	TBD	Active Education	N-non			Var			TBD
18421	TBD	Active Education	N-non			Var			TBD
18422	TBD	Active Education	N-non			Var			TBD
18423	TBD	Active Education	N-non			Var			TBD

18424	TBD	Active Education	N-non			Var			TBD
18425	TBD	Active Education	N-non			Var			TBD
18063	Yoga for Health - Beginning	Anderson, David	N-non	12	2/23	¹⁻¹⁰ Sat	10:30 AM	12:00 PM	thru 5/18, no class 3/30
18073	Leadership Skills for Managers ¹	Barnes, Hughie	N-non	5	2/28	Thur	6:30 PM	9:30 PM	3/7,14,21,4/4
18053	20+ Ways to Use Digital Camera	BDG Online	N-non		2/19				avail 30 days thru 3/21
18072	American Patriotism	BDG Online	N-non		2/26				avail 30 days thru 3/28
18095	Exploring Civil War Sites	BDG Online	N-non		3/4				avail 30 days thru 4/3
18106	Hummingbirds	BDG Online	N-non		3/5				avail 30 days thru 4/4
18115	Storm Chasing	BDG Online	N-non		3/6				avail 30 days thru 4/5
18132	Iceman & Mummies	BDG Online	N-non		3/13				avail 30 days thru 4/12
18177	Earth, Oceans, Atmosphere & Space	BDG Online	N-non		3/19				avail 30 days thru 4/18
18206	Go West Young Girl, Go West	BDG Online	N-non		4/2				avail 30 days thru 5/1
18207	Stamp Collecting	BDG Online	N-non		4/2				avail 30 days thru 5/1
18233	Volcanoes on Earth & in Space	BDG Online	N-non		4/9				avail 30 days thru 5/9
18292	Carniverous Plants	BDG Online	N-non		4/30				avail 30 days thru 5/30
18344	Amazing Sea Creatures	BDG Online	N-non		5/23				avail 30 days thru 6/23
18410	TBD	BDG Online	N-non			Var			TBD
18411	TBD	BDG Online	N-non			Var			TBD
18412	TBD	BDG Online	N-non			Var			TBD
18413	TBD	BDG Online	N-non			Var			TBD
18414	TBD	BDG Online	N-non			Var			TBD
18415	TBD	BDG Online	N-non			Var			TBD
18416	TBD	BDG Online	N-non			Var			TBD
18417	TBD	BDG Online	N-non			Var			TBD
18418	TBD	BDG Online	N-non			Var			TBD
18419	TBD	BDG Online	N-non			Var			TBD
18068	How to Become a Spl Event Planner	Binder, Farla	N-non	1	2/26	Tues	6:30 PM	9:30 PM	
18268	Manager's Guide to Human Behavior	Casper, Jared	N-non	5	4/11	Thur	6:30 PM	9:30 PM	4/18,25,5/2,9
18267	Build & Buy Best Upgradable PC	Chilvers, Jonathan	N-non	1	4/11	Thur	6:00 PM	10:00 PM	
18131	Crt/Exp Srs: Exporting Fundamentals	CITD	N-non	2	3/13	Wed	6:30 PM	9:30 PM	3/20
18214	Crt/Exp Srs: Global E-Comm, Internet & Int'l Trade	CITD	N-non	2	4/3	Wed	6:30 PM	9:30 PM	4/10
18275	Crt/Exp Srs:Trade Doc & Reg. Compliance	CITD	N-non	2	4/17	Wed	6:30 PM	9:30 PM	4/24
18130	How to Achieve your Wildest Dreams	Claire, Marion	N-non	1	3/12	Tues	6:30 PM	9:30 PM	
18125	Macromedia Flash 1	Digital University	N-non	8	3/11	M,W			thru 4/3
18126	Macromedia Flash 2	Digital University	N-non	8	3/11	M,W			thru 4/3

18127	Macromedia Flash 3	Digital University	N-non	8	3/11	M,W			thru 4/3
18128	Oracle 8 Introduction	Digital University	N-non	12	3/11	M,W			thru 4/17
18129	SQL Beginning	Digital University	N-non	10	3/11	M,W			thru 4/10
18230	Oracle 8 Introduction	Digital University	N-non	12	4/8	M,W			thru 5/15
18231	SQL Beginning	Digital University	N-non	10	4/8	M,W			thru 5/8
18400	TBD	Digital University	N-non			M,W			TBD
18401	TBD	Digital University	N-non			M,W			TBD
18402	TBD	Digital University	N-non			M,W			TBD
18403	TBD	Digital University	N-non			M,W			TBD
18404	TBD	Digital University	N-non			M,W			TBD
18405	TBD	Digital University	N-non			M,W			TBD
18406	TBD	Digital University	N-non			M,W			TBD
18407	TBD	Digital University	N-non			M,W			TBD
18408	TBD	Digital University	N-non			M,W			TBD
18409	TBD	Digital University	N-non			M,W			TBD
18013	Medical Series Info Night	Dolphin, Gia	N-non	1	2/5	Tues	7:00 PM	9:00 PM	
18065	Medical Terminology	Dolphin, Gia	N-non	6	2/25	M,W	6:30 PM	9:30 PM	2/27,3/4,6,11,13
18069	Biomed: Anatmy & Physiology	Dolphin, Gia	N-non	8	2/26	T,Th	6:30 PM	9:30 PM	2/28,3/5,7,12,14,19,21
18082	HealthCare Data Content & Structure	Dolphin, Gia	N-non	2	3/2	Sat	9:00 AM	4:00 PM	3/9
18170		Dolphin, Gia	N-non	2	3/16	Sat	9:00 AM	4:00 PM	3/23
18174	Medical Office Procedures	Dolphin, Gia	N-non	2	3/18	M,W	6:30 PM	9:30 PM	3/20
18197	Medical Transcription	Dolphin, Gia	N-non	8	4/1	M,W	6:30 PM	9:30 PM	4/3,8,10,15,17,22,24
18205	Medical Coding & Compliance 1	Dolphin, Gia	N-non	8	4/2	T,Th	6:30 PM	9:30 PM	4/4,9,11,16,18,23,25
18223	Biomed: Patho, Disease, Pharm	Dolphin, Gia	N-non	4	4/6	Sat	9:00 AM	4:00 PM	4/13,20,27
18289	Billing and Reimbursement	Dolphin, Gia	N-non	8	4/29	M,W	6:30 PM	9:30 PM	5/1,6,8,13,15,20,22
18290	Medical Coding & Compliance 2	Dolphin, Gia	N-non	8	4/30	T,Th	6:30 PM	9:30 PM	5/2,7,9,14,16,21,23
18295	Medical Info Tech. (Comp. Appl)	Dolphin, Gia	N-non	4	5/4	Sat	9:00 AM	4:00 PM	5/11,18,6/1 no class 5/25
18026	101 Tips & Tricks for the Mac/iMac	Education to Go	N-non	12	2/13	W,F			thru 3/22
18027	Accounting Fundamentals	Education to Go	N-non	12	2/13	W,F			thru 3/22
18028	Basics of Building and Online Business	Education to Go	N-non	12	2/13	W,F			thru 3/22
18029	British History: King Henry VIII...	Education to Go	N-non	12	2/13	W,F			thru 3/22
18030	Creating Web Graphics	Education to Go	N-non	12	2/13	W,F			thru 3/22
18031	Creating Web Pages	Education to Go	N-non	12	2/13	W,F			thru 3/22
18032	eBook Publishing Essentials	Education to Go	N-non	12	2/13	W,F			thru 3/22
18033	Intro to Internet Writing Markets	Education to Go	N-non	12	2/13	W,F			thru 3/22
18034	Introduccion a Excel	Education to Go	N-non	12	2/13	W,F			thru 3/22
18035	Introduccion a Internet	Education to Go	N-non	12	2/13	W,F			thru 3/22
18036	Introduccion a Word	Education to Go	N-non	12	2/13	W,F			thru 3/22
18037	Introduction to Java 2 Programming	Education to Go	N-non	12	2/13	W,F			thru 3/22

18038	Introduction to the Internet	Education to Go	N-non	12	2/13	W,F		thru 3/22
18039	Online Investing	Education to Go	N-non	12	2/13	W,F		thru 3/22
18040	Photoshop 6 for Absolute Beginner	Education to Go	N-non	12	2/13	W,F		thru 3/22
18041	Pleasures of Poetry	Education to Go	N-non	12	2/13	W,F		thru 3/22
18042	Project Mgt 1: Intro	Education to Go	N-non	12	2/13	W,F		thru 3/22
18043	Project Mgt 2: Planning & Execution	Education to Go	N-non	12	2/13	W,F		thru 3/22
18044	Project Mgt 4: Human Element	Education to Go	N-non	12	2/13	W,F		thru 3/22
18045	Project Mgt 5: Sample Project	Education to Go	N-non	12	2/13	W,F		thru 3/22
18046	Project Mgt. 3: Techniques	Education to Go	N-non	12	2/13	W,F		thru 3/22
18047	Quicken	Education to Go	N-non	12	2/13	W,F		thru 3/22
18048	Screenwriting: A Complete How-To	Education to Go	N-non	12	2/13	W,F		thru 3/22
18049	Understanding Human Res. Function	Education to Go	N-non	12	2/13	W,F		thru 3/22
18050	Windows XP Introduction	Education to Go	N-non	12	2/13	W,F		thru 3/22
18051	Write Your Life Story	Education to Go	N-non	12	2/13	W,F		thru 3/22
18133	A to Z Grantwriting	Education to Go	N-non	12	3/13	W,F		thru 4/19
18134	Access, Beginning	Education to Go	N-non	12	3/13	W,F		thru 4/19
18135	Achieving Top Search Engine Positions	Education to Go	N-non	12	3/13	W,F		thru 4/19
18136	Advanced Web Pages	Education to Go	N-non	12	3/13	W,F		thru 4/19
18137	Basic A+ Certification	Education to Go	N-non	12	3/13	W,F		thru 4/19
18138	CGI Programming for the Web	Education to Go	N-non	12	3/13	W,F		thru 4/19
18139	Creating Web Pages	Education to Go	N-non	12	3/13	W,F		thru 4/19
18140	Debt Elimination Techniques That Work	Education to Go	N-non	12	3/13	W,F		thru 4/19
18141	Discover Digital Photography	Education to Go	N-non	12	3/13	W,F		thru 4/19
18142	Dreamweaver	Education to Go	N-non	12	3/13	W,F		thru 4/19
18143	Excel, Beginning	Education to Go	N-non	12	3/13	W,F		thru 4/19
18144	Excel, Intermediate	Education to Go	N-non	12	3/13	W,F		thru 4/19
18145	FrontPage	Education to Go	N-non	12	3/13	W,F		thru 4/19
18146	Intermediate A+ Certification	Education to Go	N-non	12	3/13	W,F		thru 4/19
18147	Intermediate Java 2 Programming	Education to Go	N-non	12	3/13	W,F		thru 4/19
18148	Intro to Photoshop 5.0/5.5	Education to Go	N-non	12	3/13	W,F		thru 4/19
18149	Introduccion a PowerPoint	Education to Go	N-non	12	3/13	W,F		thru 4/19
18150	Introduction to PC Troubleshooting	Education to Go	N-non	12	3/13	W,F		thru 4/19
18151	Introduction to QuickBooks	Education to Go	N-non	12	3/13	W,F		thru 4/19
18152	Introduction to Visual Basic	Education to Go	N-non	12	3/13	W,F		thru 4/19
18153	Keys to Effective Editing	Education to Go	N-non	12	3/13	W,F		thru 4/19
18154	Laws of the Business Jungle	Education to Go	N-non	12	3/13	W,F		thru 4/19

18155	Liderazgo,Comunicacion, Motivation & Conflict Res	Education to Go	N-non	12	3/13	W,F		thru 4/19
18156	Marketing Your Bus or Org on Internet	Education to Go	N-non	12	3/13	W,F		thru 4/19
18157	Navigating Your Palm Pilot	Education to Go	N-non	12	3/13	W,F		thru 4/19
18158	Performing Payroll in QuickBooks	Education to Go	N-non	12	3/13	W,F		thru 4/19
18159	PowerPoint	Education to Go	N-non	12	3/13	W,F		thru 4/19
18160	Publisher	Education to Go	N-non	12	3/13	W,F		thru 4/19
18161	QuickBooks for the Mac	Education to Go	N-non	12	3/13	W,F		thru 4/19
18162	Screenwriting: A Complete How-To	Education to Go	N-non	12	3/13	W,F		thru 4/19
18163	Start & Operate Your Homebased Business	Education to Go	N-non	12	3/13	W,F		thru 4/19
18164	Start Your Own Consulting Practice	Education to Go	N-non	12	3/13	W,F		thru 4/19
18165	Windows File & Disk Management	Education to Go	N-non	12	3/13	W,F		thru 4/19
18166	Word, Advanced	Education to Go	N-non	12	3/13	W,F		thru 4/19
18167	Word, Beginning	Education to Go	N-non	12	3/13	W,F		thru 4/19
18168	Word, Intermediate	Education to Go	N-non	12	3/13	W,F		thru 4/19
18234	A to Z Grantwriting	Education to Go	N-non	12	4/10	W,F		thru 5/17
18235	Access, Intermediate	Education to Go	N-non	12	4/10	W,F		thru 5/17
18236	Accounting Fundamentals	Education to Go	N-non	12	4/10	W,F		thru 5/17
18237	Achieving Top Search Engine Positions	Education to Go	N-non	12	4/10	W,F		thru 5/17
18238	Advanced A+ Certification	Education to Go	N-non	12	4/10	W,F		thru 5/17
18239	Advanced Web Pages	Education to Go	N-non	12	4/10	W,F		thru 5/17
18240	Appreciating European Art	Education to Go	N-non	12	4/10	W,F		thru 5/17
18241	Craft of Magazine Writing	Education to Go	N-non	12	4/10	W,F		thru 5/17
18242	Creating Web Graphics	Education to Go	N-non	12	4/10	W,F		thru 5/17
18243	Creating Web Pages	Education to Go	N-non	12	4/10	W,F		thru 5/17
18244	Debt Elimination Techniques That Work	Education to Go	N-non	12	4/10	W,F		thru 5/17
18245	eBook Publishing Essentials	Education to Go	N-non	12	4/10	W,F		thru 5/17
18246	Excel, Beginning	Education to Go	N-non	12	4/10	W,F		thru 5/17
18247	Excel, Intermediate	Education to Go	N-non	12	4/10	W,F		thru 5/17
18248	FrontPage	Education to Go	N-non	12	4/10	W,F		thru 5/17
18249	GED Preparation	Education to Go	N-non	12	4/10	W,F		thru 5/17
18250	Intro to Internet Writing Markets	Education to Go	N-non	12	4/10	W,F		thru 5/17
18251	Introduction to PC Troubleshooting	Education to Go	N-non	12	4/10	W,F		thru 5/17
18252	Introduction to QuickBooks	Education to Go	N-non	12	4/10	W,F		thru 5/17
18253	Introduction to the Internet	Education to Go	N-non	12	4/10	W,F		thru 5/17
18254	Keyboarding	Education to Go	N-non	12	4/10	W,F		thru 5/17
18255	Online Investing	Education to Go	N-non	12	4/10	W,F		thru 5/17
18256	Pleasures of Poetry	Education to Go	N-non	12	4/10	W,F		thru 5/17
18257	Project Mgt 1: Intro	Education to Go	N-non	12	4/10	W,F		thru 5/17
18258	Project Mgt 2: Planning & Execution	Education to Go	N-non	12	4/10	W,F		thru 5/17
18259	Project Mgt 4: Human	Education to Go	N-non	12	4/10	W,F		thru 5/17

	Element								
18260	Project Mgt 5: Sample Project	Education to Go	N-non	12	4/10	W,F			thru 5/17
18261	Project Mgt. 3: Techniques ¹	Education to Go	N-non	12	4/10	W,F			thru 5/17
18262	Speed Spanish	Education to Go	N-non	12	4/10	W,F			thru 5/17
18263	Start & Operate Your Homebased Business	Education to Go ¹	N-non	12	4/10	W,F			thru 5/17
18264	Travel Writing	Education to Go	N-non	12	4/10	W,F			thru 5/17
18265	Understanding Human Res. Function	Education to Go	N-non	12	4/10	W,F			thru 5/17
18266	Windows File & Disk Management	Education to Go	N-non	12	4/10	W,F			thru 5/17
18318	A to Z Grantwriting	Education to Go	N-non	12	5/8	W,F			thru 6/14
18319	Basic A+ Certification	Education to Go	N-non	12	5/8	W,F			thru 6/14
18320	Basics of Building and Online Business	Education to Go	N-non	12	5/8	W,F			thru 6/14
18321	Creating Web Pages	Education to Go	N-non	12	5/8	W,F			thru 6/14
18322	Discover Digital Photography	Education to Go	N-non	12	5/8	W,F			thru 6/14
18323	Dreamweaver	Education to Go	N-non	12	5/8	W,F			thru 6/14
18324	Navigating Your Palm Pilot	Education to Go	N-non	12	5/8	W,F			thru 6/14
18325	Word, Advanced	Education to Go	N-non	12	5/8	W,F			thru 6/14
18326	Word, Beginning	Education to Go	N-non	12	5/8	W,F			thru 6/14
18327	Word, Intermediate	Education to Go	N-non	12	5/8	W,F			thru 6/14
18328	Writeriffic: Creativity Training 4 Writers	Education to Go	N-non	12	5/8	W,F			thru 6/14
18370	TBD	Education to Go	N-non	12		W,F			TBD
18371	TBD	Education to Go	N-non	12		W,F			TBD
18372	TBD	Education to Go	N-non	12		W,F			TBD
18373	TBD	Education to Go	N-non	12		W,F			TBD
18374	TBD	Education to Go	N-non	12		W,F			TBD
18375	TBD	Education to Go	N-non	12		W,F			TBD
18376	TBD	Education to Go	N-non	12		W,F			TBD
18377	TBD	Education to Go	N-non	12		W,F			TBD
18378	TBD	Education to Go	N-non	12		W,F			TBD
18379	TBD	Education to Go	N-non	12		W,F			TBD
18380	TBD	Education to Go	N-non	12		W,F			TBD
18381	TBD	Education to Go	N-non	12		W,F			TBD
18382	TBD	Education to Go	N-non	12		W,F			TBD
18383	TBD	Education to Go	N-non	12		W,F			TBD
18384	TBD	Education to Go	N-non	12		W,F			TBD
18385	TBD	Education to Go	N-non	12		W,F			TBD
18386	TBD	Education to Go	N-non	12		W,F			TBD
18387	TBD	Education to Go	N-non	12		W,F			TBD
18388	TBD	Education to Go	N-non	12		W,F			TBD
18389	TBD	Education to Go	N-non	12		W,F			TBD
18390	TBD	Education to Go	N-non	12		W,F			TBD
18391	TBD	Education to Go	N-non	12		W,F			TBD

18392	TBD	Education to Go	N-non	12		W,F			TBD
18393	TBD	Education to Go	N-non	12		W,F			TBD
18394	TBD	Education to Go	N-non	12		W,F			TBD
18395	TBD	Education to Go	N-non	12		W,F			TBD
18396	TBD	Education to Go	N-non	12		W,F			TBD
18397	TBD	Education to Go	N-non	12		W,F			TBD
18398	TBD	Education to Go	N-non	12		W,F			TBD
18399	TBD	Education to Go	N-non	12		W,F			TBD
18224	PowerPoint Introduction	Ewing-Warner, Stephanie	N-non	2	4/6	Sat	9:00 AM	12:00 PM	4/13
18070	Finance & Acctg for Non-Financial Mgrs	Farmer, Kevin	N-non	5	2/26	Tues	6:30 PM	9:30 PM	3/5,12,19,4/2 no class 3/26
18074	Bkping 1: Journals & Genl Ledger Posting	Farmer, Kevin	N-non	1	2/28	Thur	6:30 PM	9:30 PM	
18122	Bkping 2: Income Statement Analysis	Farmer, Kevin	N-non	1	3/7	Thur	6:30 PM	9:30 PM	
18169	Bkping 3: Balance Sheet Analysis	Farmer, Kevin	N-non	1	3/14	Thur	6:30 PM	9:30 PM	
18222	Payroll Taxes	Farmer, Kevin	N-non	2	4/4	Thur	7:00 PM	10:00 PM	4/11
18052	Floristry Training Cert Pgm, Course 2	Fink, Roxana	N-non	8	2/16	Sat	9:00 AM	12:45 PM	thru 4/13, no class 3/30
18277	Floristry Training Cert Pgm, Course 3	Fink, Roxana	N-non	8	4/20	Sat	9:00 AM	12:45 PM	thru 6/15 (no class 5/25)
18232	Fin. Strat for Successful Retirement	Garvin, Calvin	N-non	4	4/9	Tues	6:30 PM	9:00 PM	4/16, 23,30
18269	Fin. Strat for Successful Retirement	Garvin, Calvin	N-non	4	4/11	Thur	6:30 PM	9:00 PM	4/18,25,5/2
18278	Fin. Strat for Successful Retirement	Garvin, Calvin	N-non	2	4/20	Sat	9:00 AM	3:00 PM	4/27
18229	Hypnotherapy as a Career	Genco, Frank	N-non	10	4/8	Mon	7:00 PM	10:00 PM	4/15,22,29, 5/6,13,20,6/3, 10,17 (no cls 5/27)
18055	Assertive Comm & Negotiations	Georgen, Pearl	N-non	1	2/21	Thur	6:30 PM	9:00 PM	
18225	Nego. 1: Art of Getting What You Want	Georgen, Pearl	N-non	1	4/6	Sat	9:00 AM	12:00 PM	
18228	Nego.2: How to Talk, What to Say	Georgen, Pearl	N-non	1	4/6	Sat	1:00 PM	4:00 PM	
18270	Nego.3: Mastery of the Art	Georgen, Pearl	N-non	1	4/13	Sat	9:00 AM	12:00 PM	
18272	Nego.4: Resolving Critical Issues	Georgen, Pearl	N-non	1	4/13	Sat	1:00 PM	4:00 PM	
18291	How to Manage Conflict in Organization	Georgen, Pearl	N-non	5	4/30	Tues	6:30 PM	9:30 PM	5/7,14,21,28
18271	Handmade Paper & Paper Casting	Goodwin, Jane	N-non	1	4/13	Sat	9:00 AM	12:00 PM	
18273	Creative Work in Clay & Ceramics	Goodwin, Jane	N-non	3	4/13	Sat	1:00 PM	4:00 PM	4/20, 27
18279	How to Make 100 Unique Gift Baskets	Goodwin, Jane	N-non	1	4/20	Sat	9:00 AM	12:00 PM	
18288	Aromatherapy & the Bathe Shoppe	Goodwin, Jane	N-non	1	4/27	Sat	9:00 AM	12:00 PM	
18296	The Soap Bubble-Soap Making Workshop	Goodwin, Jane	N-non	1	5/4	Sat	9:00 AM	12:00 PM	
18059	Keyboards Kool & Kwik	Hardman, Patrick	N-non	1	2/23	Sat	9:00 AM	12:00 PM	
18064	Instant Piano	Hardman, Patrick	N-non	1	2/23	Sat	1:00 PM	4:00 PM	
18056	Intro to Supervision	Harris, Shirley	N-non	1	2/21	Thur	6:30 PM	9:30 PM	
18123	Effective Communication for Supers	Harris, Shirley	N-non	1	3/7	Thur	6:30 PM	9:30 PM	
18180	Performance Management	Harris, Shirley	N-non	1	3/21	Thur	6:30 PM	9:30 PM	

18221	Effective Interviewing	Harris, Shirley	N-non	1	4/4	Thur	6:30 PM	9:30 PM	
18276	Managing Conflict in the Workplace	Harris, Shirley	N-non	1	4/18	Thur	6:30 PM	9:30 PM	
18294	Teambuilding for Effective Performance	Harris, Shirley	N-non	1	5/2	Thur	6:30 PM	9:30 PM	
18067	SAT Preparation	Hines, Fred	N-non	6	2/26	T, Th	6:00 PM	8:00 PM	2/28,3/5, 7, 12,14
18226	SAT Preparation	Hines, Fred	N-non	4	4/6	Sat	10:00 AM	1:00 PM	4/13,20,27
18084	Write to Get Published Now!	Jensen, Jeff	N-non	1	3/2	Sat	9:30 AM	1:30 PM	
18171	How to Buy Home/Invest. Property at Discount	Jensen, Jeff	N-non	1	3/16	Sat	9:30 AM	3:00 PM	
18179	Real Estate Appraisal:New Career/Business	Levitan, Les	N-non	1	3/20	Wed	7:00 PM	10:00 PM	
18066	Mastering the Art of Fly Fishing	Libeu, Joe	N-non	6	2/25	Mon	6:30 PM	9:30 PM	3/4,11,18, 4/1,8 (no class 3/25)
18060	Yoga for Health - Intermediate	Market, Simone	N-non	12	2/23	Sat	9:00 AM	10:15 AM	thru 5/18, no class 3/30
18086	Introduction to Leather Carving	McBroom, Ken	N-non	4	3/2	Sat	10:00 AM	1:00 PM	1st mtg=1 hr; 3/9,16,23
18083	Let's Spell It Right (Age8-13)	Memory School-Chris Mikels	N-non	1	3/2	Sat	9:00 AM	12:00 PM	
18087	Memory Power/Study Skills (Age8-13)	Memory School-Chris Mikels	N-non	1	3/2	Sat	1:00 PM	4:00 PM	
18102	Voice Over: Concept to Career	Meza, Aaron	N-non	1	3/5	Tues	6:30 PM	9:30 PM	
18054	Intro to Black & White Photography	Miller, Dennis	N-non	4	2/20	Wed	7:00 PM	9:00 PM	2/27,3/6,13
18103	How to Be a Complainer!	Miller, Dennis	N-non	1	3/5	Tues	6:30 PM	9:30 PM	
18173	A Guide to International Adoption	Momaya, Hemlata	N-non	1	3/16	Sat	10:00 AM	1:00 PM	
18175	How to Become a Mystery Shopper	Moran, Elaine	N-non	2	3/18	M, W	6:30 PM	9:30 PM	3/20
18181	Belly Dancing-Beg & Mixed Levels	Nakano, Jeane	N-non	5	3/23	Sat	10:00 AM	11:15 AM	4/6,13,20,27 (no class 3/30)
18182	Belly Dancing -- Intermediate	Nakano, Jeane	N-non	5	3/23	Sat	11:30 AM	12:45 PM	4/6,13,20,27 (no class 3/30)
18298	Belly Dancing-Beg & Mixed Levels	Nakano, Jeane	N-non	5	5/4	Sat	10:00 AM	11:15 AM	5/11,18,6/1,8 (no class 5/25)
18299	Belly Dancing -- Intermediate	Nakano, Jeane	N-non	5	5/4	Sat	11:30 AM	12:45 PM	5/11,18,6/1,8 (no class 5/25)
18104	Become a Notary Public	Notary Public Seminars	N-non	3	3/5	T, Th, Sat	6:30 PM	9:30 PM	3/7; Sat 9-11 am
18335	Become a Notary Public	Notary Public Seminars	N-non	3	5/13	M, W, Sa	6:30 PM	9:30 PM	5/15; Sat 9-11 am
18062	Zen Proverbs Calligraphy/Oriental Brush Painting	Okahashi, Seiko	N-non	12	2/23	Sat	10:00 AM	12:00 PM	thru 5/18, no class 3/30
18198	Earn Big Bucks as Freelance Bookkeeper	Railsback, Sherrie	N-non	1	4/1	Mon	6:30 PM	9:30 PM	
18183	Make Fortune with Bank Foreclosures	Reddick, Marshall	N-non	1	3/24	Sun	9:00 AM	5:30 PM	
18369	Purchase Govt Foreclosures	Reddick, Marshall	N-non	1	6/8	Sat	9:00 AM	5:30 PM	
18105	Reiki 1: Intro to Energy Healing	Rientord, Marie	N-non	3	3/5	Tues	7:00 PM	9:30 PM	3/12, 19
18227	Reiki 1: Intro to Energy Healing	Rientord, Marie	N-non	1	4/6	Sat	10:00 AM	6:00 PM	
18113	ABCs of Mutual fund Investing	Scerra, Steve	N-non	2	3/6	Wed	6:30 PM	8:30 PM	3/13
18293	Beating the Market w/Indiv Stocks	Scerra, Steve	N-non	2	5/1	Wed	6:30 PM	8:30 PM	5/8

18114	Stock Market Investment Game	Schuchard, Ken	N-non	4	3/6	Wed	6:30 PM	8:30 PM	3/13,20,4/3 (no class 3/27)
18172	Stock Market Investment Game	Schuchard, Ken	N-non	2	3/16	Sat	9:30 AM	12:30pm	3/23
18071	Conversational Spanish Beg. 1	Shimko, Celina	N-non	6	2/26	Tues	7:00 PM	9:00 PM	thru 4/9 (no class 3/26)
18274	Conversational Spanish Beg. 2	Shimko, Celina	N-non	6	4/16	Tues	7:00 PM	9:00 PM	thru 5/21
18000	Algebra 1	So. Calif Read/Math	N-non	4	2/4	Mon	3:30 PM	5:30 PM	thru 2/25; closed 2/18, M/U 2/22
18001	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/4	Mon	3:30 PM	5:30 PM	thru 2/25; closed 2/18, M/U 2/22
18002	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/4	Mon	3:30 PM	5:30 PM	thru 2/25; closed 2/18 M/U 2/22
18003	Algebra 1	So. Calif Read/Math	N-non	4	2/4	Mon	5:30 PM	7:30 PM	thru 2/25; closed 2/18, M/U 2/22
18004	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/4	Mon	5:30 PM	7:30 PM	thru 2/25; closed 2/18 M/U 2/22
18005	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/4	Mon	5:30 PM	7:30 PM	thru 2/25; closed 2/18, MU 2/22
18007	Algebra 1	So. Calif Read/Math	N-non	4	2/5	Tues	3:30 PM	5:30 PM	thru 2/26
18008	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/5	Tues	3:30 PM	5:30 PM	thru 2/26
18009	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/5	Tues	3:30 PM	5:30 PM	thru 2/26
18010	Algebra 1	So. Calif Read/Math	N-non	4	2/5	Tues	5:30 PM	7:30 PM	thru 2/26
18011	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/5	Tues	5:30 PM	7:30 PM	thru 2/26
18012	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/5	Tues	5:30 PM	7:30 PM	thru 2/26
18014	Algebra 1	So. Calif Read/Math	N-non	4	2/6	Wed	3:30 PM	5:30 PM	thru 2/27
18015	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/6	Wed	3:30 PM	5:30 PM	thru 2/27
18016	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/6	Wed	3:30 PM	5:30 PM	thru 2/27
18017	Algebra 1	So. Calif Read/Math	N-non	4	2/6	Wed	5:30 PM	7:30 PM	thru 2/27
18018	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/6	Wed	5:30 PM	7:30 PM	thru 2/27
18019	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/6	Wed	5:30 PM	7:30 PM	thru 2/27
18020	Algebra 1	So. Calif Read/Math	N-non	4	2/7	Thur	3:30 PM	5:30 PM	thru 2/28
18021	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/7	Thur	3:30 PM	5:30 PM	thru 2/28
18022	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/7	Thur	3:30 PM	5:30 PM	thru 2/28
18023	Algebra 1	So. Calif Read/Math	N-non	4	2/7	Thur	5:30 PM	7:30 PM	thru 2/28
18024	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	2/7	Thur	5:30 PM	7:30 PM	thru 2/28
18025	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	2/7	Thur	5:30 PM	7:30 PM	thru 2/28
18088	Algebra 1	So. Calif Read/Math	N-non	4	3/4	Mon	3:30 PM	5:30 PM	thru 3/25
18089	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/4	Mon	3:30 PM	5:30 PM	thru 3/25
18090	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/4	Mon	3:30 PM	5:30 PM	thru 3/25
18091	Algebra 1	So. Calif Read/Math	N-non	4	3/4	Mon	5:30 PM	7:30 PM	thru 3/25
18092	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/4	Mon	5:30 PM	7:30 PM	thru 3/25

18093	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/4	Mon	5:30 PM	7:30 PM	thru 3/25
18096	Algebra 1	So. Calif Read/Math	N-non	4	3/5	Tues	3:30 PM	5:30 PM	thru 3/26
18097	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/5	Tues	3:30 PM	5:30 PM	thru 3/26
18098	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/5	Tues	3:30 PM	5:30 PM	thru 3/26
18099	Algebra 1	So. Calif Read/Math	N-non	4	3/5	Tues	5:30 PM	7:30 PM	thru 3/26
18100	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/5	Tues	5:30 PM	7:30 PM	thru 3/26
18101	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/5	Tues	5:30 PM	7:30 PM	thru 3/26
18107	Algebra 1	So. Calif Read/Math	N-non	4	3/6	Wed	3:30 PM	5:30 PM	thru 3/27
18108	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/6	Wed	3:30 PM	5:30 PM	thru 3/27
18109	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/6	Wed	3:30 PM	5:30 PM	thru 3/27
18110	Algebra 1	So. Calif Read/Math	N-non	4	3/6	Wed	5:30 PM	7:30 PM	thru 3/27
18111	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/6	Wed	5:30 PM	7:30 PM	thru 3/27
18112	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/6	Wed	5:30 PM	7:30 PM	thru 3/27
18116	Algebra 1	So. Calif Read/Math	N-non	4	3/7	Thur	3:30 PM	5:30 PM	thru 3/28
18117	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/7	Thur	3:30 PM	5:30 PM	thru 3/28
18118	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/7	Thur	3:30 PM	5:30 PM	thru 3/28
18119	Algebra 1	So. Calif Read/Math	N-non	4	3/7	Thur	5:30 PM	7:30 PM	thru 3/28
18120	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	3/7	Thur	5:30 PM	7:30 PM	thru 3/28
18121	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	3/7	Thur	5:30 PM	7:30 PM	thru 3/28
18191	Algebra 1	So. Calif Read/Math	N-non	4	4/1	Mon	3:30 PM	5:30 PM	thru 4/29; closed 4/8-12
18192	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/1	Mon	3:30 PM	5:30 PM	thru 4/29; closed 4/8-12
18193	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/1	Mon	3:30 PM	5:30 PM	thru 4/29; closed 4/8-12
18194	Algebra 1	So. Calif Read/Math	N-non	4	4/1	Mon	5:30 PM	7:30 PM	thru 4/29; closed 4/8-12
18195	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/1	Mon	5:30 PM	7:30 PM	thru 4/29; closed 4/8-12
18196	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/1	Mon	5:30 PM	7:30 PM	thru 4/29; closed 4/8-12
18199	Algebra 1	So. Calif Read/Math	N-non	4	4/2	Tues	3:30 PM	5:30 PM	thru 4/30; closed 4/8-12
18200	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/2	Tues	3:30 PM	5:30 PM	thru 4/30; closed 4/8-12
18201	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/2	Tues	3:30 PM	5:30 PM	thru 4/30; closed 4/8-12
18202	Algebra 1	So. Calif Read/Math	N-non	4	4/2	Tues	5:30 PM	7:30 PM	thru 4/30; closed 4/8-12
18203	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/2	Tues	5:30 PM	7:30 PM	thru 4/30; closed 4/8-12
18204	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/2	Tues	5:30 PM	7:30 PM	thru 4/30; closed 4/8-12
18208	Algebra 1	So. Calif Read/Math	N-non	4	4/3	Wed	3:30 PM	5:30 PM	thru 5/1; closed 4/8-12
18209	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/3	Wed	3:30 PM	5:30 PM	thru 5/1; closed 4/8-12
18210	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/3	Wed	3:30 PM	5:30 PM	thru 5/1; closed 4/8-12
18211	Algebra 1	So. Calif Read/Math	N-non	4	4/3	Wed	5:30 PM	7:30 PM	thru 5/1; closed 4/8-12

18212	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/3	Wed	5:30 PM	7:30 PM	thru 5/1; closed 4/8-12
18213	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/3	Wed	5:30 PM	7:30 PM	thru 5/1; closed 4/8-12
18215	Algebra 1	So. Calif Read/Math	N-non	4	4/4	Thur	3:30 PM	5:30 PM	thru 5/2; closed 4/8-12
18216	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/4	Thur	3:30 PM	5:30 PM	thru 5/2; closed 4/8-12
18217	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/4	Thur	3:30 PM	5:30 PM	thru 5/2; closed 4/8-12
18218	Algebra 1	So. Calif Read/Math	N-non	4	4/4	Thur	5:30 PM	7:30 PM	thru 5/2; closed 4/8-12
18219	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	4/4	Thur	5:30 PM	7:30 PM	thru 5/2; closed 4/8-12
18220	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	4/4	Thur	5:30 PM	7:30 PM	thru 5/2; closed 4/8-12
18300	Algebra 1	So. Calif Read/Math	N-non	4	5/6	Mon	3:30 PM	5:30 PM	thru 5/31; closed 5/27-M/U 5/31
18301	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/6	Mon	3:30 PM	5:30 PM	thru 5/31; closed 5/27-M/U 5/31
18302	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/6	Mon	3:30 PM	5:30 PM	thru 5/31; closed 5/27—M/U 5/31
18303	Algebra 1	So. Calif Read/Math	N-non	4	5/6	Mon	5:30 PM	7:30 PM	thru 5/31; closed 5/27-M/U 5/31
18304	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/6	Mon	5:30 PM	7:30 PM	thru 5/31; closed 5/27-M/U 5/31
18305	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/6	Mon	5:30 PM	7:30 PM	thru 5/31; closed 5/27 M/U 5/31
18306	Algebra 1	So. Calif Read/Math	N-non	4	5/7	Tues	3:30 PM	5:30 PM	thru 5/28
18307	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/7	Tues	3:30 PM	5:30 PM	thru 5/28
18308	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/7	Tues	3:30 PM	5:30 PM	thru 5/28
18309	Algebra 1	So. Calif Read/Math	N-non	4	5/7	Tues	5:30 PM	7:30 PM	thru 5/28
18310	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/7	Tues	5:30 PM	7:30 PM	thru 5/28
18311	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/7	Tues	5:30 PM	7:30 PM	thru 5/28
18312	Algebra 1	So. Calif Read/Math	N-non	4	5/8	Wed	3:30 PM	5:30 PM	thru 5/29
18313	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/8	Wed	3:30 PM	5:30 PM	thru 5/29
18314	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/8	Wed	3:30 PM	5:30 PM	thru 5/29
18315	Algebra 1	So. Calif Read/Math	N-non	4	5/8	Wed	5:30 PM	7:30 PM	thru 5/29
18316	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/8	Wed	5:30 PM	7:30 PM	thru 5/29
18317	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/8	Wed	5:30 PM	7:30 PM	thru 5/29
18329	Algebra 1	So. Calif Read/Math	N-non	4	5/9	Thur	3:30 PM	5:30 PM	thru 5/30
18330	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/9	Thur	3:30 PM	5:30 PM	thru 5/30
18331	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/9	Thur	3:30 PM	5:30 PM	thru 5/30
18332	Algebra 1	So. Calif Read/Math	N-non	4	5/9	Thur	5:30 PM	7:30 PM	thru 5/30
18333	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	5/9	Thur	5:30 PM	7:30 PM	thru 5/30
18334	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	5/9	Thur	5:30 PM	7:30 PM	thru 5/30

18345	Algebra 1	So. Calif Read/Math	N-non	4	6/3	Mon	3:30 PM	5:30 PM	thru 6/24
18346	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/3	Mon	3:30 PM	5:30 PM	thru 6/24
18347	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/3	Mon	3:30 PM	5:30 PM	thru 6/24
18348	Algebra 1	So. Calif Read/Math	N-non	4	6/3	Mon	5:30 PM	7:30 PM	thru 6/24
18349	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/3	Mon	5:30 PM	7:30 PM	thru 6/24
18350	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/3	Mon	5:30 PM	7:30 PM	thru 6/24
18351	Algebra 1	So. Calif Read/Math	N-non	4	6/4	Tues	3:30 PM	5:30 PM	thru 6/25
18352	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/4	Tues	3:30 PM	5:30 PM	thru 6/25
18353	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/4	Tues	3:30 PM	5:30 PM	thru 6/25
18354	Algebra 1	So. Calif Read/Math	N-non	4	6/4	Tues	5:30 PM	7:30 PM	thru 6/25
18355	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/4	Tues	5:30 PM	7:30 PM	thru 6/25
18356	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/4	Tues	5:30 PM	7:30 PM	thru 6/25
18357	Algebra 1	So. Calif Read/Math	N-non	4	6/5	Wed	3:30 PM	5:30 PM	thru 6/26
18358	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/5	Wed	3:30 PM	5:30 PM	thru 6/26
18359	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/5	Wed	3:30 PM	5:30 PM	thru 6/26
18360	Algebra 1	So. Calif Read/Math	N-non	4	6/5	Wed	5:30 PM	7:30 PM	thru 6/26
18361	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/5	Wed	5:30 PM	7:30 PM	thru 6/26
18362	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/5	Wed	5:30 PM	7:30 PM	thru 6/26
18363	Algebra 1	So. Calif Read/Math	N-non	4	6/6	Thur	3:30 PM	5:30 PM	thru 6/27
18364	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/6	Thur	3:30 PM	5:30 PM	thru 6/27
18365	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/6	Thur	3:30 PM	5:30 PM	thru 6/27
18366	Algebra 1	So. Calif Read/Math	N-non	4	6/6	Thur	5:30 PM	7:30 PM	thru 6/27
18367	Basic Reading & Math (Grades 4-8)	So. Calif Read/Math	N-non	4	6/6	Thur	5:30 PM	7:30 PM	thru 6/27
18368	Reading & Math Skills (Grades 1-3)	So. Calif Read/Math	N-non	4	6/6	Thur	5:30 PM	7:30 PM	thru 6/27
18061	C-Best Preparation-Full Course	Steiman, Henry	N-non	3	2/23	Sat	9:00 AM	4:00 PM	3/2, 3/9
18124	C-Best Preparation-Math only	Steiman, Henry	N-non	1	3/9	Sat	9:00 AM	4:00 PM	
18297	C-Best Preparation-Full Course	Steiman, Henry	N-non	3	5/4	Sat	9:00 AM	4:00 PM	5/11, 18
18336	C-Best Preparation-Math only	Steiman, Henry	N-non	1	5/18	Sat	9:00 AM	4:00 PM	
18057	How to Plan & Organize a Wedding	Tucker, Cynthia	N-non	2	2/21	Thur	6:30 PM	9:30 PM	2/28
18094	Fun with Feng Shui	Zimmerman, Kathy	N-non	1	3/4	Mon	6:30 PM	9:30 PM	
18085	Creating Web Pages using HTML-Beg	Ashford, Charlotte	Y	3	3/2	Sat	10:00 AM	12:00 PM	3/9, 3/16
18280	Creating Web Pages using HTML-Intermediate	Ashford, Charlotte	Y	2	4/20	Sat	10:00 AM	12:00 PM	4/27

18058	Intro to Office 2000	Hughes, Charles	Y	4	2/23	Sat	8:30 AM	12:00 PM	3/2,9,16
18006	Spanish for the Office	Landry, Laura	Y	6	2/4	M,W	7:00 PM	9:00 PM	2/6,11,13, 18,20
18176	Spanish for Health Professionals	Landry, Laura	Y	6	3/18	Mon	7:00 PM	9:00 PM	4/1,8,15, 22,29 (no class 3/25)
18178	Spanish for School	Landry, Laura	Y	6	3/20	Wed	7:00 PM	9:00 PM	4/3,10,17,

	Adm, Tchrs, Staff								24,5/1 (no class 3/27)
--	--------------------------	--	--	--	--	--	--	--	-----------------------------------

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 that 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:

- a. Achievement of Associate Degrees in Arts and Sciences
- b. Transfer to baccalaureate institutions
- c. Mastery of basic skills such as critical thinking, mathematics, written and oral communication
- d. Cultural enrichment and lifelong learning
- e. Acquisition of the necessary career education and skills to successfully participate in the workplace and global economy
- f. 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:

- a. Maintain optimal academic standards
- b. Ensure the availability of academic and student support services
- c. Provide the technology, infrastructure and facilities to support teaching and learning
- d. Foster a positive campus climate
- e. Create educational, business and community partnerships
- f. Follow progressive and prudent fiscal policies and practices

- g. 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.

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: 1/16/01

Amended:

Board Policy 5040

STUDENT RECORDS AND DIRECTORY INFORMATION

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.

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 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:

Board Policy 5400

Associated Students Organization

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 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 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

Page No.

A.	2000-2001 Audit Report	1
B.	Non-Resident Tuition Fee for 2002-2003	1
C.	Contracts Valued at \$50,000 or Higher	1
D.	Bid 2001-13/Automotive Downdraft Spray Booth.....	1
E.	Purchase Orders	2

A. 2000-2001 AUDIT REPORT

It is requested that the Board accept the annual financial audit report prepared by Vicenti, Lloyd & Stutzman for the El Camino Community College District. Copies of the audit report for the 2000-2001 fiscal year have been distributed to the Board of Trustees. The public may review the audit report in the Office of the Vice President-Administrative Services, Room AD 106.

B. NON-RESIDENT TUITION FEE FOR 2002-2003

It is requested that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2002-2003, commencing with the summer session of 2002, in the amount of *\$165 per unit of course work pursuant to Education Code Section 76140. Pursuant to Education Code Section 76141 (a), it is also recommended that the Board of Trustees adopt a non-resident tuition fee for non-resident students who are both citizens and residents of a foreign country for the fiscal year 2002-2003, commencing with summer session 2002, in the amount of **\$176 per unit of course work. The additional \$11 for non-resident aliens is permitted to be charged for capital outlay purposes. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

*President Fallo read in the correction: that \$165 should be \$144.

**President Fallo read in the correction: that \$176 should be \$155.

C. 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.

California Technology Trade and Commerce Agency Through an agreement with the District, the Small Business Development Center will continue to provide business counseling, training, and specialized services to start-up business and existing businesses within the Southwest Los Angeles County territory

<u>Date</u>	<u>Amount</u>
1/1/02 - 12/31/02	Increase \$19,193
On-going renewal	\$556,038 \$575,231
Contract # 00-0050	In-kind match
	12-50000-000000-6422

D. BID 2001-13/AUTOMOTIVE DOWNDRAFT SPRAY BOOTH

It is recommended that the above-titled bid be awarded to the vendor listed below, in accordance with all specifications, terms, conditions and addenda issued of Bid 2001-

13/Automotive Downdraft Spray booth. This bid will provide for the construction of a spray booth in the automotive yard of Industry and Technology.

<u>P.O.#</u>	<u>Vendor</u>	<u>Amount</u>
47933	Euro Tech [3]	\$74,150.00 (includes all parts, labor, utilities, duct work, freight and installation)

"No Bid" Responses: 1
 Non-Respondents: Performance Systems

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

E. PURCHASE ORDERS

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

Run Date
1/7/02

El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 1-22-2002

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

<u>P.O.</u> <u>Number</u>	<u>Vendor Name</u>	<u>Site Name</u>	<u>Description</u>	<u>Cost</u>
P0041658	Dell Marketing L. P.	V.P. Academic Affairs	New Computer Equipment-No	\$1,432.08
P0041669	Dell Marketing L. P.	Health Sciences and	Liabilities/Fundraising	\$1,779.84
P0041808	Norwalk Power Equipment	Administrative Serv.	New Equipment - Noninstru	\$8,611.92
P0041916	Dell Marketing L. P.	Faculty & Staff Dive	New Computer Equipment-No	\$1,332.72
P0041922	Computerland of Silicon Valley	Information Tech.	Computer Software Account	\$162.00
P0041923	California Designs & Awards, Inc.	Information Tech.	Supplies	\$69.93
P0041945	Samy's Camera	Public Information	Supplies	\$6,435.60
P0041956	Clark Security	MCS/Music Classrooms	Site Improvements	\$280.69
P0041969	Staples	Telecommunications	New Equipment – Noninstruc.	\$712.48
P0041979	South Bay Regional Public Commun.	Facilities/Planning	Replacement Equipment - N	\$255.15
P0041983	Instruments & Equipment Co.	00-01 P4E One Card	New Equipment – Noninstruc.	\$5,092.58
P0041984	Riverside Publishing	DSPS	Supplies	\$192.69
P0041986	A-1 Office Plus	DSPS	New Equipment – Instruc.	\$4,077.00
P0041989	Johnson Company	Health, Safety	Supplies	\$927.50
P0041992	Delphin Computer Supply	P4E 99-00 Compre.tra	Supplies	\$163.23

P0041993	Techsmith Corporation	CA Virtual Comm Coll	Software	\$55.02
P0041994	Tenaya Lodge	VATEA Supplementary	Conferences Mgmt	\$1,063.08
P0041995	Liz Ramos	Fine Arts	Supplies	\$250.00
P0041996	Cccao	VATEA Supplementary	Conferences Mgmt	\$960.00
P0041997	Dr. James Brady Department of Ant	V.P. Academic Affairs	Contract Services	\$75.00
P0041998	Bullfrog Films	Film Rental	Supplies	\$685.00
P0041999	TLA Video	Film Rental	Supplies	\$14.79
P0042000	A & E Home Video	Film Rental	Supplies	\$38.73
P0042001	Pearson Education	Film Rental	Supplies	\$29.69
P0042003	Janice M. Watanabe	Student Affairs	Supplies	\$21.57
P0042004	Facets Video Order Department	Film Rental	Supplies	\$67.60
P0042005	Toys 'r Us	Student Affairs	Expenses/Ancillary Service	\$1,000.00
P0042006	Highsmith Company Inc.	Division Office Inst	Supplies	\$534.60
P0042007	Edits Publishers	Division Office Inst	Supplies	\$530.55
P0042008	Portland State Bookstore Catalog	Transfer Center	Other Books	\$17.00
P0042009	The Salvation Army - Crestmont	VP-SCA	In-Service Training	\$2,380.00
P0042010	John Ruggirello	VATEA I&T	Supplies	\$352.80
P0042011	Carole Bush	Counseling Office	Supplies	\$63.83
P0042012	Sue Oda Omori	Counseling Office	Supplies	\$336.05
P0042013	Boise Cascade	Humanities	Supplies	\$836.36
P0042015	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$1,415.88
P0042016	Sheraton Pasadena	Health Sciences	Supplies	\$598.68
P0042017	Hec Ramsey Enterprises	Parking-Student Perm	Supplies	\$432.00
P0042018	Signal-T Alarms & Electric Co	Parking-Student Perm	Other Services And Expense	\$150.00
P0042019	Full Compass	Ctr for Arts Adm Pub	Supplies	\$615.60
P0042020	Moore Medical Corp	Parking-Student Perm	Supplies	\$133.06
P0042021	Smart Beep	Parking-Student Perm	Other Services And Expense	\$107.64
P0042022	New Readers Press	El Camino Language	Other Books	\$396.00
P0042023	Sportsrobe	Health Sciences	Supplies	\$2,561.24
P0042024	Minolta Business Solutions	Information Tech.	Supplies	\$1,163.16
P0042025	Mcmaster-Carr Supply Company	Welding	Repairs Parts And Supplies	\$441.67
P0042026	Pat Caldwell	VP-SCA	In-Service Training	\$80.98
P0042027	Emblem Enterprises, Inc.	Parking-Student Perm	Supplies	\$1,070.00
P0042028	ECC Wplrc/Culinary Arts	Foundation	Hospitality	\$61.56
P0042030	Becky Fish	Future Teachers Conf	Supplies	\$43.00
P0042031	Wray Printing	SBDC Federal 1/1/01	Reproduction – Noninstruc.	\$278.64
P0042032	Oracle Corporation Oracle Service	00-01 P4E Computer	Supplies	\$500.00
P0042033	Bob Gann	Facilities/Planning	Replacement Equipment - N	\$171.98
P0042034	Abate Tech. International	Hazmat	Other Services And Expense	\$361.00
P0042035	Staples	EOPS	New Equipment – Noninstruc.	\$1,378.59
P0042036	Windes & McClaughry	Foundation	Audit	\$6,100.00
P0042037	Glenn Cannon Photography	Future Teachers Conf	Supplies	\$156.84
P0042038	The Bread Factory	Future Teachers Conf	Supplies	\$324.00

P0042039	Trudy Meyer	Future Teachers Conf	Supplies	\$45.21
P0042040	Mark Boynton	Future Teachers Conf	Supplies	\$384.51
P0042041	Judy Kasabian	Future Teachers Conf	Supplies	\$321.42
P0042042	Wray Printing	RITC	Supplies	\$77.76
P0042043	El Camino College Warehouse	Mathematics	Supplies	\$340.60
P0042044	W. W. Grainger	Technical Services	Repairs Parts And Supplies	\$1,861.24
P0042045	Micro Warehouse	Technical Services	Repairs Parts And Supplies	\$4,782.89
P0042046	Jameco Electronics	Technical Services	Repairs Parts And Supplies	\$968.95
P0042047	Holiday Inn Torrance	Ctr for Arts Instr.	Contract Services	\$374.36
P0042048	Association of Performing Arts	Division Office Fine	Conferences Mgmt	\$560.00
P0042049	School World Software	00-01 P4E Computer	Supplies	\$171.72
P0042050	Campus Concerts	Fine Arts	Supplies	\$1,700.00
P0042051	Emerson Music	Music	Supplies	\$862.81
P0042052	Thomas Paton & Assoc.	00-01 P4E Fine Arts	Computer Software Account	\$4,314.60
P0042053	Boise Cascade	Warehouse	Supplies	\$1,140.48
P0042054	Consolidated Plastics Co., Inc.	Warehouse	Supplies	\$246.50
P0042055	American Express Travel	Division Office Fine	Conferences Mgmt	\$337.50
P0042056	El Camino College Warehouse	I&T Div Ofc	Supplies	\$131.00
P0042057	Mark Hullibarger	Ctr for Arts Product	Repairs Parts And Supplies	\$110.00
P0042058	Bob Gann	Facilities/Planning	Replacement Equipment - N	\$75.59
P0042059	Redondo Beach Chamber	Presidents Office	Dues And Memberships	\$220.00
P0042060	American Express Travel	Human Resources	Conferences Mgmt	\$201.50
P0042061	Lanier Worldwide, Inc	Recruitment	Supplies	\$120.00
P0042062	Nsta	Human Resources	Multi Media Advertising	\$440.00
P0042063	O.S.T.S., Inc.	Health, Safety	Other Books	\$405.00
P0042064	A-1 Office Plus	WROCC Program 10/1/0	New Equipment – Instruc.	\$2,898.40
P0042065	A-1 Office Plus	DSPS	New Equipment – Instruc.	\$4,820.17
P0042066	Microsoft Technet	Telecommunications	Supplies	\$334.00
P0042067	University of South Carolina	TITLE V - ECC Indiv.	Supplies	\$25.50
P0042068	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$78.60
P0042069	Crucial Technology	VATEA Business Ed.	Supplies	\$1,249.29
P0042072	Wray Printing	P4E 99-00 Math Trf	Supplies	\$38.88
P0042074	Fax Superstore	Community Advancement	New Equipment – Noninstruc.	\$608.79
P0042075	Fax Superstore	WROCC Program 10/1/0	New Equipment – Instruc.	\$639.78
P0042077	El Camino College Warehouse	Computer Sciences	Supplies	\$105.00
P0042078	Westrux International Inc.	P4E Inglewood Fire	Repairs - Instructional	\$1,705.24
P0042079	Inglewood Today Magazine	SBDC Federal 1/1/01	Multi Media Advertising	\$1,584.00
P0042080	Phoenix Marketing Services	SBDC Federal 1/1/01	Multi Media Advertising	\$1,424.52
P0042081	Xpedx	Warehouse	Supplies	\$4,808.16
P0042083	The Hilton Waterfront Beach	CA Virtual Comm Coll	Conferences Other	\$39,343.42
P0042084	Torrance Postmaster	Fine Arts	Supplies	\$1,036.63
P0042085	Mid City Mailing Services	Fine Arts	Supplies	\$560.00
P0042086	Spicers Paper Inc.	Copy Center	Supplies	\$899.00

P0042087	Debora Bell Kussner	El Camino Language	Contract Services	\$800.00
P0042088	Access Services	Admissions/Records	Supplies	\$21.60
P0042089	Ecc Food Service-Catering	Student Affairs	Expenses/Ancillary Service	\$21.60
P0042090	American Express Travel	CA Virtual Comm Coll	Transportation/ Mileage	\$194.50
P0042091	ASU Foundation WRHC-The Barrett	Honors Program	Dues And Memberships	\$50.00
P0042092	S.O.S. Survival Products	Health, Safety	Supplies	\$1,161.71
P0042093	ECC Wplrc/Culinary Arts	Radiologic Tech Dona	Supplies	\$417.96
P0042094	ECC Wplrc/Culinary Arts	I&T Division	Supplies	\$213.83
P0042095	El Camino College Warehouse	Information Tech.	Supplies	\$524.00
P0042096	American Express Travel	Information Tech.	Transportation/ Mileage	\$111.00
P0042097	IDS Technologies	Telecommunications	New Equipment – Noninstruc.	\$5,899.50
P0042098	J. C. Chang & Assoc.	Replace South Gym	Contract Services	\$5,000.00
P0042099	W. W. Grainger	Operations	Supplies	\$5,872.50
P0042100	Empire Cleaning Supply	Operations	New Equipment – Noninstruc.	\$1,283.60
P0042101	Maintex Inc.	Operations	New Equipment – Noninstruc.	\$4,520.88
P0042102	DigiBuy A Division of Digital Riv	CA Virtual Comm Coll	Supplies	\$400.00
P0042103	ECC Wplrc/Culinary Arts	Athletic Hall of Fame	Special Events-Direct Cos	\$149.04
P0042104	ECC Wplrc/Culinary Arts	Athletic Hall of Fame	Special Events-Direct Cos	\$53.46
P0042105	Fountaingrove Inn Hotel & Conf.	CA Virtual Comm Coll	Conferences Other	\$200.00
P0042106	L Soft International	Information Tech.	Computer Software Account	\$216.00
P0042107	Dell Marketing L. P.	Parking-Student Perm	New Computer Equipment-No	\$3,508.92
P0042108	AMI Electrical & Telecom, Inc.	DSPS	Other Services And Expense	\$400.00
P0042109	Heritage 1st Movers	13430 Hawthorne Reno	Contract Services	\$4,705.00
P0042111	Harbor Court Hotel	Financial Aid	Conferences Mgmt	\$204.06
P0042112	Dawn Huntoon	Fine Arts	Supplies	\$21.04
P0042113	Jerry Root	Ctr for Arts Adm Pub	Supplies	\$59.38
P0042114	Millar Elevator Service Co.	Facilities/Planning	Repairs Noninstructional	\$347.00
P0042115	ECC BOOKSTORE	Purchasing and Bus.	Liability - Self Insurance	\$285.66
P0042116	Wray Printing	Purchasing and Bus.	Supplies	\$38.88
P0042117	Ecc Food Service-Catering	VP-SCA	In-Service Training	\$259.20
P0042118	Pennsylvania State University	Film Rental	Supplies	\$67.00
P0042119	The Annenberg/Cpb Multimedia Coll	Film Rental	Supplies	\$427.90
P0042120	Human Relations Media	Film Rental	Supplies	\$154.51
P0042121	University of California Extension	Film Rental	Supplies	\$540.20
P0042122	Rolland Collection	Film Rental	Supplies	\$156.00
P0042123	Pbs Video	Film Rental	Supplies	\$171.73
P0042124	Filmakers Library	Film Rental	Supplies	\$365.00
P0042125	The Cinema Guild Inc.	Film Rental	Supplies	\$67.95
P0042126	Delphin Computer Supply	Lock Systems Repairs	New Computer Equipment-No	\$214.92
P0042127	University of California Extension	Film Rental	Supplies	\$628.60
P0042128	Educational Video Network	Film Rental	Supplies	\$62.95
P0042129	Houghton Mifflin	Film Rental	Supplies	\$380.42
P0042130	Cinema Classics	Film Rental	Supplies	\$26.33

P0042131	Meridian Education Corp.	Film Rental	Supplies	\$324.80
P0042133	Video General, Inc.	Film Rental	Supplies	\$198.00
P0042134	Pbs Video Attn: Customer Service	Film Rental	Supplies	\$282.35
P0042135	Shredder Specialist	VP-SCA	Repairs Noninstructional	\$326.63
P0042136	Working Woman	Career Center	Publications/ Periodicals	\$14.92
P0042137	World Future Society	Career Center	Publications/ Periodicals	\$45.00
P0042138	3M Library Systems	Division Office Inst	Repairs Noninstructional	\$460.00
P0042139	Magic's Auto Body & Paint	Campus Police Depart	Repairs Noninstructional	\$1,433.63
P0042140	Toner Supply Express	Title V CSUDH-ECC HS	Supplies	\$424.98
P0042141	Polaris Lighting Inc.	Artes de El Camino	New Equipment – Noninstruc.	\$14,034.60
P0042142	Ecc Food Service-Catering	Health Sciences	Supplies	\$1,736.64
P0042143	Applecore Uniforms	Health Sciences	Liabilities/Fundraising	\$238.50
P0042144	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$486.00
P0042145	Los Angeles County Tax Collector	Institutional Service	Regulatory	\$18,270.92
P0042146	Sbwib Inc.	WPLRC Employment Dev	Conferences Other	\$280.00
P0042147	El Camino College Warehouse	Copy Center	Supplies	\$2,136.00
P0042148	Chalmers-Painter, Inc.	Annual Appeals	Printing	\$2,730.16
P0042149	Farmers Tractor & Equipment Co	Facilities/Planning	Repairs Noninstructional	\$412.58
P0042150	Corona Clay Co.	Grounds	Supplies	\$1,120.50
P0042151	Bernice Boseman	Fine Arts	Supplies	\$486.24
P0042152	Pacific Parking Systems, Inc.	Parking-Student Perm	Supplies	\$688.00
P0042153	Bob Gann	Administrative Serv.	Supplies	\$40.00
P0042154	El Camino College Warehouse	Parking-Student Perm	Supplies	\$262.00
P0042155	Micro Warehouse	Ctr for Arts Adm Pub	Supplies	\$710.64
P0042156	Paradise Awards	Health Sciences	Supplies	\$638.28
P0042157	Time Clock Sales & Service	Admissions/Records	Repairs Noninstructional	\$150.00
P0042158	El Camino College Warehouse	TITLE V - ECC Indiv.	Supplies	\$15.72
P0042159	Victoria Sayer	CACT Partnership	Reproduction – Noninstruc.	\$229.10
P0042160	Phoenix Marketing Services	CACT Partnership	Multi Media Advertising	\$5,272.56
P0042161	Wray Printing	Financial Aid	Supplies	\$38.88
P0042163	El Camino College Warehouse	Ctr for Arts Ticket	Supplies	\$52.40
P0042164	El Camino College Warehouse	Restricted Staff Dev	Supplies	\$76.40
P0042166	Image IV Systems	English	Supplies	\$155.52
P0042167	Fax Superstore	00-01 P4E Expanded	New Equipment – Noninstruc.	\$534.54
P0042168	Mcmaster-Carr Supply Company	Health, Safety	Supplies	\$128.04
P0042169	Golden West Industrial Supply	Health, Safety	Supplies	\$1,074.60
P0042170	Fancy Floors	13430 Hawthorne Reno	Site Improvements	\$295.92
P0042171	Fancy Floors	Facilities/Planning	Repairs Noninstructional	\$756.00
P0042172	Fancy Floors	Carpenter Shop	Supplies	\$112.88
P0042173	Nasbite/Wright St University	SBDC CITD	Dues And Memberships	\$95.00
P0042174	South Coast Air Quality Management	Replace Emergency Po	Repairs Noninstructional	\$868.66
P0042175	Resource Directory	CalWORKs	Supplies	\$205.35
P0042176	Lakeshore Learning Materials	Title V CSUDH-ECC HS	Supplies	\$3,586.30

P0042177	Xpedx	Copy Center	Supplies	\$927.24
P0042179	Xpedx Paper & Graphics	Copy Center	Supplies	\$884.47
P0042180	Academic Capital Service Corp.	Datatel System	Replacement Equip Lease	\$294,807.55
P0042181	Lori Medigovich	Humanities	Supplies	\$1,614.65
P0042182	Westland Heating & Air Condition	MCS/Music Classrooms	New Equipment – Noninstruc.	\$9,190.00
P0042183	A-1 Office Plus	Americans W/Disabil.	New Equipment – Noninstruc.	\$322.92
P0042184	Athco, Inc.	Health Sciences	Supplies	\$1,357.85
P0042185	West Coast Sound Service Inc.	Artes de El Camino	New Equipment – Noninstruc.	\$16,361.57
P0042186	Office of State Publishing Admin.	Administrative	Supplies	\$390.78
P0042187	Full Compass	Civic Center Fine	New Equipment – Noninstruc.	\$140.40
P0042188	Hitt Marking Devices	Film Rental	Supplies	\$45.31
P0042189	Delphin Computer Supply	Faculty & Staff Div.	New Computer Equipment-No	\$1,619.46
P0042190	Sandra Nitchman	Fine Arts	Supplies	\$60.00
P0042191	Debbie Minnichelli	Fine Arts	Supplies	\$60.00
P0042193	El Camino College Warehouse	Division Office Fine	Supplies	\$226.37
P0042194	Mel Pierce Camera	Art Department	Repairs Parts And Supplies	\$975.22
P0042195	Kato's Sewing Machine Co	Ctr for Arts Product	Repairs Parts And Supplies	\$150.75
P0042196	Mark Hullibarger	Music	Repairs Parts And Supplies	\$340.00
P0042197	Calprotection	Fire Sprinkler Modif	Repairs Noninstructional	\$760.00
P0042198	ECC Wplrc/Culinary Arts	Counseling Office	Supplies	\$150.00
P0042199	Alldata	Automotive Technology	Publications Periodicals	\$1,328.40
P0042200	Ecc Food Service-Catering	Counseling Office	Supplies	\$115.00
P0042201	El Camino College Warehouse	Automotive Technology	Supplies	\$46.46
P0042202	Fail Safe Testing	P4E Inglewood Fire	Repairs - Instructional	\$517.00
P0042203	The News Subscription Department	Air Conditioning And	Publications Periodicals	\$77.00
P0042204	Concert Product, Inc.	Artes de El Camino	Contract Services	\$951.81
P0042205	Enterprise Rent-A-Car	Counseling Office	Supplies	\$79.99
P0042206	Atd-American Company	Hawthorne Technology	Site Improvements	\$1,511.46
P0042207	American Express Travel	Staff Diversity	Conferences Mgmt	\$544.50
P0042208	Dynamic Imaging	Architectural Tech.	Repairs - Instructional	\$371.29
P0042209	Yosemite Community College	Staff Diversity	Conferences Mgmt	\$2,900.00
P0042210	El Camino College Warehouse	CADD	Supplies	\$42.05
P0042211	Eagle Rock Information Systems	00-01 P4E One Card	New Equipment – Noninstruc.	\$959.00
P0042212	Monika Scherer	MESA Program	Student Stipends	\$250.00
P0042213	Alvaro Rosales	MESA Program	Student Stipends	\$100.00
P0042214	Denise Guzman	MESA Program	Student Stipends	\$100.00
P0042215	Matco Tech	Health Sciences	Supplies	\$202.40
P0042216	Provantage	Health Sciences	Supplies	\$557.00
P0042217	American Express Travel	Public Information	Conferences Mgmt	\$101.50
P0042218	Pdn	Public Information	Publications/ Periodicals	\$48.00
P0042219	American Express Travel	Public Information	Conferences Mgmt	\$101.50
P0042220	Delphin Computer Supply	Financial Aid	Supplies	\$55.62
P0042221	Datatel, Inc.	TTIP Total Cost	New Equipment – Noninstruc.	\$8,500.00

P0042222	Ecc Food Service-Catering	MESA Program	Conferences Mgmt	\$321.30
P0042223	Ecc Food Service-Catering	MESA Program	Conferences Mgmt	\$124.20
P0042224	Janet Levine	Foundation	Transportation/ Mileage	\$138.69
P0042225	Kathleen Gleason	Foundation	Transportation/ Mileage	\$108.99
P0042226	Ann Garten C/O Public Information	Public Information	Conferences Mgmt	\$400.45
P0042227	Steven Wright	Art Department	Supplies	\$84.22
P0042228	Van Lingen Body Shop & Towing	P4E Inglewood Fire	Waste Disposal	\$150.00
P0042229	American Express Travel	MESA Program	Conferences Mgmt	\$201.50
P0042230	Abtech Systems, Inc.	TTIP Total Cost.	New Equipment – Noninstruc.	\$14,150.00
P0042231	Long Beach Chamber of Commerce	SBDC Federal 1/1/01	Dues And Memberships	\$385.00
P0042232	Wilson Machine Tool Service	Machine Tool Tech.	Repairs - Instructional	\$2,358.00
P0042233	El Camino College Warehouse	Division Office BSSC	Supplies	\$131.00
P0042234	The American Philosophical Assoc.	Philosophy	Other Books	\$30.00
P0042235	El Camino College Warehouse	Planning/ Research	Supplies	\$104.80
P0042236	Micro Warehouse	VP-SCA	New Computer Equipment	\$2,143.80
P0042237	Dell Marketing L. P.	VP-SCA	New Computer Equipment	\$2,952.72
P0042238	Peterson's	International Student	Multi Media Advertising	\$1,715.00
P0042239	El Camino College Warehouse	Copy Center	Supplies	\$599.50
P0042240	NJP Sports, Inc.	Health Sciences	Liabilities/Fundraising	\$3,900.00
P0042241	California Pro Sports	Health Sciences	Liabilities/Fundraising	\$128.52
P0042242	Dell Marketing L. P.	Administrative Serv.	New Equipment – Noninstruc.	\$2,352.24
P0042244	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$799.20
P0042245	Jossey-Bass, Inc.	P4E9900 Director Ins	Other Books	\$29.16
P0042246	Wray Printing	Ctr for Arts Promo.	Supplies	\$274.32
P0042247	El Camino College Warehouse	Division Office Fine	Supplies	\$42.10
P0042248	Crown Audio	Civic Center Fine	New Equipment – Noninstruc.	\$60.48
P0042249	Johnson Company	Health, Safety	Supplies	\$1,396.44
P0042250	San Pedro City Ballet	Artes de El Camino	Contract Services	\$17,000.00
P0042251	Argo World Travel Inc.	Division Office Fine	Conferences Faculty	\$423.80
P0042252	Westchester-Lax-Mdr Chamber of Co	Torrance Program Inc	Conferences Mgmt	\$55.00
P0042253	Western Arts Alliance	Division Office Fine	Dues And Memberships	\$380.00
P0042254	El Camino College Warehouse	Fiscal Services	Supplies	\$262.00
P0042255	Virco Manufacturing Corp.	Ctr for Arts Adm Pub	Supplies	\$740.88
P0042256	Pacific Coachways	Fine Arts	Supplies	\$500.00
P0042257	Chris Price	Fine Arts	Supplies	\$175.00
P0042258	Hitt Marking Devices	Financial Aid	Supplies	\$90.72
P0042259	Delphin Computer Supply	Financial Aid	Supplies	\$179.91
P0042260	Steve Camper Facilities	Rideshare	Rideshare Incentive	\$50.00
P0042261	Angelo Duzich Facilities	Rideshare	Rideshare Incentive	\$50.00
P0042262	Crescendo Interactive	Foundation	Conferences Mgmt	\$745.00
P0042263	E.C.C.C.D. Bookstore	Business Roundtable	Supplies	\$64.80
P0042264	Postmaster	Annual Appeals	Postage	\$1,346.72
P0042266	Click2learn, Inc.	VTEA Learning Resource	Supplies	\$1,090.01

P0042267	California Community College Leag	TTIP Library Automat	Software	\$10,956.00
P0042268	Community College League of Calif	TTIP Library Automat	Software	\$1,310.00
P0042269	Delmar Thompson Learning	Film Rental	Supplies	\$1,716.40
P0042271	Netiq / Webtrends Corporation	CA Virtual Comm Coll	Software	\$214.92
P0042272	Ecc Food Service-Catering	Fiscal Services	Conferences Mgmt	\$55.89
P0042273	Ecc Food Service-Catering	Fiscal Services	Conferences Mgmt	\$55.89
P0042274	E.C.C.C.D. Reimburse Vault Cash	Foundation	Supplies	\$69.76
P0042275	Premium Promotionals	Staff Diversity	Supplies	\$461.70
P0042276	Robinson Fertilizer	Civic Center Maint.	Supplies	\$451.14
P0042277	Executive Excellence	VP-SCA	Publications/ Periodicals	\$317.00
P0042278	Mutronics Service	Music	Repairs Parts And Supplies	\$255.16
P0042279	Pollstar	Ctr for Arts Product	Publications Periodicals	\$86.05
P0042280	West Los Angeles College Center	Division Office Fine	Supplies	\$364.92
P0042281	El Camino College Warehouse	Presidents Office	Supplies	\$7.86
P0042282	Xpdx Paper & Graphics	Student Affairs	Expenses/Ancillary Service	\$401.76
P0042283	Xpdx Paper & Graphics	Student Affairs	Supplies	\$401.76
P0042284	El Camino College Warehouse	Division Office NSci	Supplies	\$172.37
P0042285	Regents Uc Hamner-Ucla-Obee	Field Trips and Dona	Field Trip Expense	\$2,500.00
P0042286	Fax Superstore	Human Resources	New Equipment – Noninstruc.	\$500.79
P0042287	Life-Assist Inc.	Fire Academy/Emerg.	Supplies	\$1,022.78
P0042288	Dyna Med	Fire Academy/Emerg.	Supplies	\$145.21
P0042289	Laerdal Medical Corporation	Fire Academy/Emerg.	Supplies	\$129.90
P0042290	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$267.34
P0042291	El Camino College Warehouse	Machine Tool Tech.	Supplies	\$26.20
P0042292	El Camino College Warehouse	CADD	Supplies	\$52.40
P0042293	Medco Company	Radiologic Tech Dona	Supplies	\$1,819.70
P0042294	Jo Ann Madden	RITC 10/1/01 - 9/30	Supplies	\$55.64
P0042295	James Cummins	RITC 10/1/01 - 9/30	Contract Services	\$150.00
P0042296	Koppskages.Com	Radiologic Tech Dona	Supplies	\$1,432.40
P0042297	National Center on Deafness	RITC 10/1/01 - 9/30	Reproduction - Noninstruc	\$50.00
P0042298	Mieir Business Forms	RITC 10/1/01 - 9/30	Reproduction - Noninstruc	\$606.02
P0042299	Command Spanish, Inc.	Contract Education	Conferences Mgmt	\$295.00
P0042300	Boise Cascade	P4E 99-00 Compre.Tra	New Equipment – Noninstruc.	\$412.56
P0042301	Delphin Computer Supply	00-01 P4E Expanded	New Computer Equipment-Ins	\$2,619.00
P0042302	The McNellis Company	Title V CSUDH-ECC HS	Supplies	\$124.20
P0042305	Seers Lumber Company, Inc.	Facilities Planning	Supplies	\$1,696.57
P0042306	Westwood Building Materials Co.	Facilities Planning	Supplies	\$965.22
P0042307	America's Trophy Company	Humanities	Supplies	\$167.14
P0042308	El Camino College Warehouse	Division Office Huma	Supplies	\$210.00
P0042309	El Camino College Warehouse	WPLRC Local Contract	Supplies	\$157.20
P0042310	American Express Travel	Planning/ Research	Conferences Mgmt	\$308.00
P0042311	Rich Cameron Cerritos College	Humanities	Supplies	\$50.00
P0042313	Action Duct Cleaning Co., Inc.	Electrical / Mechan.	Repairs Noninstructional	\$3,600.00

P0042314	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$9,300.00
P0042315	Treasurer, Ccfc	Architect Fees & Eng	Dues And Memberships	\$1,000.00
P0042316	Audrey Parker	Americans W/Disabil.	Supplies	\$155.47
P0042317	Don Sproul Company	Student Affairs	Expenses/Ancillary Service	\$459.35
P0042319	Industrial High Voltage	Repl Primary Elect	Contract Services	\$18,700.00
P0042320	El Camino College Warehouse	Financial Aid	Supplies	\$315.00
P0042321	ECC Wplrc/Culinary Arts	Health Sciences	Supplies	\$716.85
P0042323	Hitt Marking Devices	Fiscal Services	Supplies	\$53.46
P0042324	El Camino College ASB	Friends of the Libra	Other Program Services	\$924.42
P0042325	Chris Nelson, AGS Pres	Student Affairs	Due to Other Funds/Invest	\$1,098.90
P0042327	Jones & Mayer	Institutional Service	Legal	\$402.50
P0042328	San Pedro City Ballet	Artes de El Camino	Contract Services	\$15,977.25
P0042330	International Association of Chie	Parking-Student Perm	Dues And Memberships	\$175.00
P0042331	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$207.00
P0042332	American Express Travel	Human Resources	Conferences Mgmt	\$216.00
P0042333	Hispanic Association of Community	Presidents Office	Dues And Memberships	\$462.00
P0042334	Dorothy Laspina	Fine Arts	Supplies	\$3,000.00
P0042337	American Express Travel	Staff Diversity	Conferences Mgmt	\$108.00
P0042342	CCS Presentation Systems, Inc.	PFE Maximizing Math	Supplies	\$2,262.43
P0042343	BRG Services	Foundation	Contributions to ECCCCD	\$866.00
P0042344	Rachel McDonald	CalWORKs	Contract Services	\$150.00
P0042345	El Camino College Warehouse	Copy Center	Supplies	\$1,892.00
P0042346	Bernice Boseman	Fine Arts	Supplies	\$800.00
P0042347	William Georges	Fine Arts	Supplies	\$200.00
P0042348	Wilma Mickler Sears	Fine Arts	Supplies	\$1,000.00
P0042349	Dawn Huntoon	Fine Arts	Supplies	\$500.00
P0042350	Julie Ferrin	Fine Arts	Supplies	\$500.00
P0042351	Joyce Littrell	Fine Arts	Supplies	\$500.00
P0042353	Accca	Public Information	Conferences Mgmt	\$100.00
P0042354	Hispanic Outlook in Higher Educat	Public Information	Publications/ Periodicals	\$29.95
P0042355	American Express Travel	Information Tech.	Transportation/ Mileage	\$427.50
P0042356	Community College League	Public Information	Conferences Mgmt	\$260.00
P0042357	Rbusd Attn: Martha, Business Off.	Public Information	Multi Media Advertising	\$1,000.00
P0042358	National Coalition of Advanced	Contract Training	Dues And Memberships	\$899.00
P0042361	El Camino College Warehouse	EOPS	Supplies	\$78.60
P0042363	Tenaya Lodge	VATEA Supplementary	Conferences Mgmt	\$354.36
P0042364	Cccao	VATEA Supplementary	Conferences Mgmt	\$320.00
P0042365	Donna M. Green & Associates	Prtnrshp SBDC/CMTC 1	Supplies	\$511.00
P0042367	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$302.40
P0042368	El Camino College Warehouse	Testing Center	Supplies	\$315.80
P0042369	Autodoor	Facilities/Planning	Repairs Noninstructional	\$215.98
P0042372	Music Theatre International	Fine Arts	Supplies	\$6,126.56
P0042374	Corporate Business Interiors	Facilities Planning	New Equipment – Noninstruc.	\$1,836.35

B0047993	Micro Warehouse	Technical Services	Repairs Parts And Supplies	\$2,000.00
B0047994	W. W. Grainger	Technical Services	Repairs Parts And Supplies	\$2,000.00
B0047995	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$2,000.00
B0048001	Daily Breeze, the	Public Information	Multi Media Advertising	\$15,000.00
B0048002	Datatel, Inc.	TTIP Total Cost	New Equipment – Noninstruc.	\$10,500.00
	<i>Total :</i>	40		\$256,797.22
	<i>Total POs and BPOs :</i>	406	<i>TOTAL :</i>	\$1,024,586.78

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-9
B. Classified Professional Growth.....	9
C. New Classified Position and Classification Specifications.....	10, 18-19
D. Resolution – Equivalence to Minimum Qualifications.....	10
E. Review by Board of Trustees: Public Notification and Disclosure of Costs for Salary Proposal for Confidential Employees	10-11
F. Approval by Board of Trustees: Confidential Employee Salary Proposal.....	11, 20
G. Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal for Supervisors	11-12
H. Approval by Board of Trustees: Supervisor Employee Salary Proposal	12-13, 21-23
I. Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal for Management	13
J. Approval by Board of Trustees: Management Salary Proposal	13-14, 24-25
K. Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal for Vice Presidents	14
L. Approval by Board of Trustees: Vice President Salary Proposal	14-15
M. Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal Police Officers Association	15
N. Approval by Board of Trustees: Police Officers Association Salary Proposal.....	15, 26
O. Review by Board of Trustees: Public Notification & Disclosure of Costs For Salary Proposal for El Camino College Federation of Teachers, Local 1388, AFT,AFL/CIO.....	16
P. Approval by Board of Trustees: Faculty Salary Proposal	16, 27-29
Q. Review by Board of Trustees: Classified Employees, Local 6142, CFT, AFT, AFL-CIO, Salary Settlement Public Notification and Disclosure of Costs.....	16-17
R. Approval by Board of Trustees: El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO Contract Ratification	17, 30-34

S. Volunteers17

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 1-34 and 1-25.

1. Retirement – Professor Donald Haydu, full-time instructor of History, effective May 24, 2002 and that a plaque be prepared and presented to him in recognition of his service to the District since 1965.
2. Resignation – Ms. Cathy Coan, full-time instructor of English, effective May 24, 2002.
3. Employment – Ms. Dawn Reid, Acting Division Director for Extended Opportunity Programs and Services (EOP&S), Range 13, Step 2, effective February 1 through June 30, 2002.
4. Employment – Mr. Douglas Thompson, part-time/temporary Librarian to full-time/temporary Librarian, Class II, Step 4, Academic Salary Schedule, effective January 12, 2002 through May 24, 2002.
5. Amend Employment – Dr. Jeffrey Dimsdale, Acting Dean of Student Services, Range 16, Step 4, Administrative Salary Schedule, effective December 4, 2001 through June 30, 2002 or until position is filled and the District requests an exemption for earnings limitation from State Teachers Retirement System.
6. Extend Change of Assignment – Mr. Arvid Spor, Acting Dean of Community Advancement, effective November 1, 2001 through June 30, 2002 unless the position of Dean of Community Advancement is filled earlier.
7. Extend Leave of Absence – Dr. Margaret Quinones, Counselor, effective January 1 to June 30, 2002.
8. Change in Salary – Dr. Richard Chacon, full-time instructor of Anthropology, Class IV, Step 8 to Class V, Step 8, effective February 1, 2002.
9. Reduce Load – Ms. Cathy Coan, full-time instructor of English to reduce load to 53.3%, effective January 10 through May 24, 2002.
10. Special Assignment – Mr. Jeffery Rigby, part-time/temporary instructor of Anthropology and full-time instructor at Cerritos College, to assist as subject matter expert with the evaluation of the Anthropology instructor, effective August 18 through December 21, 2001, to be paid \$45.92 an hour, not to exceed \$91.84, in accordance with the Agreement, Article X, Section 9(1).

11. Special Assignment – The following faculty to be compensated for reopener negotiations of the Federation contract during the fall semester 2001, to be paid \$45.92 an hour, not to exceed 150 hours, in accordance with the Agreement, Article III, Section 11(b).

David Westberg	75 hours
Bernie Rang	30 hours
Don Brown	30 hours
<u>Holly Fall</u>	<u>15 hours</u>
Total	150 hours

12. Special Assignment – The following faculty to be compensated reassigned time for activities of Federation officers for the Fall 2001 semester, to be paid \$45.92 an hour, not to exceed 200 hours, in accordance with the Agreement, Article III, Section 11 (c).

Lance Widman	40 hours
Chris Jeffries	8 hours
<u>Susan Taylor</u>	<u>8 hours</u>
Total	56 hours

13. Special Assignment – Mr. Noel Craven, part-time instructor of Business, to coordinate and oversee the development and daily operation of the International Education Study Abroad program effective January 2 through January 15, 2002, to be paid \$45.92 an hour, not to exceed 60 hours or a total of \$2,756, in accordance with the Agreement, Article X, Section 9(1).

14. Special Assignment – The following full-time instructors of Behavioral and Social Sciences to supervise Independent Study projects for the Fall 2001 semester, to be paid \$45.92 an hour, at the rate of five (5) hours for each student for each unit of Independent Study, in accordance with the Agreement, Article X, Section 19 (d&e).

Ellen Antoine
David B. Gibson
Daniel Gregory

15. Special Assignment –The following full-time Counselors of EOP&S to perform extra duties in the absence of the EOP&S Director, effective May 9, 2001 through January 31, 2002, to be paid \$133.33 per month, in accordance with the Agreement, Article X, Section 13(b).

Dawn Reid
Daniel LaCoe
Kathryn Romero

16. Special Assignment – Ms. Jennifer Montgomery, full-time instructor of Childhood Education, to serve as Project Director of Careers in Child Care Grant Program, to be paid

\$45.92 per hour, not to exceed \$10,000, effective February 1 through July 31, 2002 in accordance with the Agreement, Article X, Section 14(a).

17. Special Assignment – The following part-time instructors of Mathematics to work as certificated tutors as part of the PFE Grant, Maximizing Math Potential, to be paid \$34.44 an hour, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).

<u>Name</u>	<u>Not To Exceed</u>
Beyenne Bayssa	\$1,250
Mark Burgin	\$5,600
Paul Chang	\$1,250
Manolita Formanes	\$1,250
Raymond Ho	\$2,000
Steve Martinez	\$3,200
Marion Reeve	\$1,250
Ellis Shamash	\$1,250
Shane Smith	\$1,250
James Taylor	\$7,500
Ronald Wax	\$3,800
Rich Wong	\$3,200
Christie Yang	\$1,250

18. Special Assignment – Ms. Kristie DiGregrio, part-time instructor of Academic Strategies to assist in the coordination of the Learning Resources Center, to be paid \$34.44 per hour, not to exceed \$13,000, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).
19. Special Assignment - Ms. Bonnie Kayser, part-time instructor of Nursing to teach procedures/skills and conduct workshops, to be paid \$34.44 per hour, not to exceed \$700 per week, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).
20. Special Assignment – Ms. Norene Gift, part-time instructor of Nursing to teach procedures/skills and conduct workshops, to be paid \$34.44 an hour, not to exceed \$840 per week, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(1).
21. Special Assignment – Ms. Maria Teresa Martinez, part-time instructor of Nursing, to work as Project Coordinator/Planner of Ella Rose Madden 10th Annual Oncology Conference, to be paid \$45.92 an hour, not to exceed \$1,500, effective January 14 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(1).

22. Special Assignment – Mr. Tom Jester, part-time instructor of Administration of Justice, to coordinate the Administration of Justice POST program, to be paid \$34.44 an hour, not to exceed \$11,158.56, effective January 12 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
23. Special Assignment - Ms. Susan A. Tummers, full-time instructor of Mathematics, to review requests for prerequisites and repeat clearances and assist the dean with spring registration and staffing concerns, to be paid \$34.44 an hour, not to exceed \$2,100, effective January 2 through January 11, 2002, in accordance with the Agreement, Article X, Section 14(a).
24. Special Assignment – Ms. Marisa Chang, part-time instructor of Nursing to coordinate nursing retention programs, staff nursing skills lab teaching procedures and conducting workshops, to be paid \$34.44 an hour, not to exceed \$840 per week, effective January 14 through May 24, 2002, in accordance with the Agreement, Article X, Section 9(l).
25. Special Assignment – The following instructors in Industry and Technology, to supervise Independent Study projects for Spring 2002 semester, to be paid \$45.92 an hour in accordance with the Agreement, Article X, Section 19(d&e).

Full Time

Albert Lugo
Chris Moran-
Wisdom
Doug Marston
Fran Jacobi

George Rodriguez
Harold Hofmann
Harry Stockwell
Jack Selph
Ken Zion

Mike Stallings
Patrician Gebert
Ray Lewis
Sam Dantzler

Part Time

Nicholas Colin
Jerry Kinnan
Max Pena

26. Stipend Assignment – Mr. Bruce Tellier, part-time instructor in Music, to assist instructor, arranger & workshop presenter for South Bay Youth Orchestra, effective August 21 through December 18, 2001, to be paid \$45.92 an hour for 3 hours per week for 15 weeks, not to exceed \$2,066.40, in accordance with the Agreement, Article X, Section 9(l).
27. Employment – Mr. Michael E. Corcoran, substitute/on-call Child Development Center Teacher, Class IV, Step A, effective November 29, 2001.

28. Employment – Ms. Stephanie H. Ybarra, part-time Counselor in CalWORKS, to perform CalWORKS related counseling duties, not to exceed 23 hours per week, effective December 14, 2001 through June 30, 2002, in accordance with the Agreement, Article X, Section 9(m).
29. Employment – The following part-time instructors to provide instruction in the Administration of Justice Reserve Academy, to be paid \$34.44 per hour, not to exceed \$3,725, effective January 14 through May 22, 2002, in accordance with the Agreement, Article X, Section 9(l).
Sergio Borbon
David Do
30. Employment – The following part-time/temporary instructors to provide instruction in the Fire Academy, to be paid \$34.44 an hour, not to exceed \$3,500 each, effective January 14 through May 22, 2002, in accordance with the Agreement, Article X, Section 9(l):
- | | |
|------------------|-----------------|
| Mark Early | Michael Nothern |
| Mark Lepore | Richard Shima |
| David Richardson | Bradley Sweatt |
| Lee Macpherson | Carl Whitaker |
31. Employment – Mr. David Edward Stone, part-time instructor of Fire and Emergency Technology, effective January 14 through May 22, 2002, to be paid by Los Angeles County Department.
32. Employment – The following part-time instructors of Fire & Emergency Technology, effective January 12 through May 22, 2002, to be paid by the following agencies:
- | | |
|---|--|
| <u>El Segundo Fire Department</u>
Kevin Scott Smith | <u>Manhattan Beach Fire Department</u>
Charles Leroy Wilson |
| <u>Hermosa Beach Fire Department</u>
James Crawford | <u>Los Angeles County Life Guards</u>
Eric Nelson |
| <u>Beverly Hills Fire Department</u>
Raymond Navarro | <u>Culver City Fire Department</u>
Richard T. Gallagher |
| <u>Redondo Beach Fire Department</u>
Donald R. Herr | <u>Torrance Fire Department</u>
Leigh McArthur |
| <u>Los Angeles County Fire Department</u>
Luis Aceveda | <u>Industrial Emergency Council</u>
Robert Henderson |

Dale Robert Baker
Michael Clemons
Brian Hughes
David Richardson
Michael Leonard Short, Jr.
Chad Sourbeer
Nicholas Tosches

33. The following part-time/temporary employees for service on an as-needed basis for the 2002 Spring semester:

Behavioral & Social Sciences

Mylo Egipciano	Ricky Murray	Sharyn Seaton
Jennifer Evans	Robin Rash-	Elena Taborda-
Thomas Keville	Spence	Reigados
Kirk Kirkwood	Kirsten Resnick	Alfred Zucker

Business

Shirley Aoto	Robert Nickle	Jessica
Gary Hearn	Vi Tuong Pham	Stoudenmire
Philip Ser-Sun Lau	Deborah	Anthony Thomas
Mariana Lelea	Reynolds	Randolph Tyndall

Fine Arts

Geoffrey Allen	Robert Hersh	Karen Roberts
Timothy Berreth	Mark Lewis	Pamela Santelman
Patricia Breitag	Russell McMillin	Christine Stahl
Moonea Choi	Ayako Morishita	
Maria Downey	Daryle Nagano	

Health Sciences & Athletics

Robin Briggs	Scott A. Hanelt	Lynn Zeman
Brian Gold	Donna J. Tucker	

Humanities

David Cron	Helene Pigne	Peter Salim
Dalia Juarez	Ummey Salma	

Industry & Technology

Robert Baradaran
Gregorio Cabotaje

Craig Fraulino
Vivian Nemi

Keryl K. Reinke
Lynn Strobel

Instructional Services

Kristie DiGregorio

Tracye Duckett

Michael Hopper

Mathematical Sciences

John Criscuolo
Amy Farell

Mark Igolnikov
Loan Le

Min Namgoong
Richard Wiseman

Natural Sciences

Ronald Harris
Melvin Kantz

Vladimir Mahnir
Philip K. Von Hungen

Brian Wade

34. The following part-time/substitute employees for service on an as-needed basis for the 2002 Spring semester:

Humanities

Marjorie Walsleben

Industry & Technology

Teresa McClendon
John Pernell

Classified Personnel

1. Resignation - Mr. Philip A. Dykstra, Research Analyst, Range 47, Step B, Planning, Research and Development Division, Student and Community Advancement Area, effective January 25, 2002.
2. Resignation – Ms. Florence Johnson, Human Resources Technician I, Range 4, Step E, (Confidential Salary Schedule), Human Resources Division, Administrative Services Area, effective February 1, 2002.
3. Termination - Mr. Steven Rangel, Groundskeeper/Gardener I, Range 22, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 21, 2001.

4. Personal Leave of Absence 5% - Ms. Katherine Conley, 75% Lab Attendant, Range 19, Step E, Industry and Technology Division, Academic Affairs Area, effective January 14 through May 24, 2002.
5. Personal Leave of Absence 58% - Mr. Maximino Pena Jr., Toolroom/Instructional Equipment Attendant, Range 24, Step E, Industry and Technology Division, Academic Affairs Area, effective January 14 through May 24, 2002.
6. Personal Leave of Absence 10% - Ms. Ruth Sanchez, Assistant to Vice President, Range 12, Step E, (Confidential Salary Schedule), Administrative Services Area, effective January 14 through May 24, 2002.
7. Change of Assignment - Ms. Elena Arzoian, from 75% to 80% Cosmetology Attendant, Range 19, Step E, Industry and Technology Division, Academic Affairs Area, effective January 14, 2002.
8. Change of Assignment - Ms. Antoinette Corso, 50% Senior Clerical Assistant, Range 24, Step E, from Vice President Student and Community Advancement Office, to Counseling Services Division, Student and Community Advancement Area, effective January 2, 2002.
9. Change of Assignment - Ms. June Curtis, Civic Center Specialist, Range 32, Step E, from Vice President Student and Community Advancement Office, to Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2002.
10. Change of Assignment - Ms. Annette Owens, from Web Developer, to Trainer/Instructional Technology Specialist, Range 41, Step C, from Information Technology Services Division, to Staff Development/Human Resources Division, Administrative Services Area, effective January 23, 2002.
11. Extend Work Out of Classification - Ms. Gabriella Lopez, Administrative Assistant I, Range 27, Step B, to Project Specialist, Range 32, Step A, Workforce Education/Community Advancement Division, Student and Community Advancement Area, effective November 1, 2001, through February 28, 2002.
12. Work Out of Classification - Ms. Adriana Lopez, Clerk, Range 17, Step E, to Senior Clerical Assistant, Range 23, Step C, Admissions & Records Division, Student and Community Advancement Area, effective January 2 through February 2, 2002.

13. Work Out of Classification - Mr. Oscar Colon, Night Custodian, Range 18, Step E, to Groundskeeper/Gardener I, Range 22, Step D, Facilities Planning and Services Division, Administrative Services Area, effective January 2 through March 31, 2002.
14. Work Out of Classification - Ms. Lavonne Jackson, Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant II, Range 31, Step C, Business Division, Academic Affairs Area, effective December 3 through March 31, 2002 unless position is filled sooner.
15. Work Out of Classification - Ms. Urania Yuan, Secretary, Range 25, Step A, to Human Resources Technician I, (Confidential Salary Schedule) Range 4, Step A, Human Resources Division, Administrative Services Area, effective December 6, 2001, through February 28, 2002.
16. Employment - Mr. Kenner Bailey, Accompanist - Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective February 1, 2002.
17. Employment - Ms. Elizabeth Cholico, Clerical Assistant, Range 20, Step A, Small Business Development Center/Community Advancement Division, Student and Community Advancement Area, effective February 1, 2002.
18. Employment - Mr. David Miller, Assistant Director - Construction and Maintenance, *Range 13, Step 1, Facilities Planning and Services Division, Administrative Services Area, effective February 1, 2002.
 *President Fallo read in the correction: Range 13 should be Range 8.
- Employment - Ms. Leticia Velez, Staff Interpreter, Range 34, Step A, Instructional Services Division/Special Resource Center, Academic Affairs Area, effective February 1, 2002.

Temporary Classified Personnel

19. Termination – Ms. Tracye Jones, Special Project Temporary Administrator, Range 6, CalWorks/Community Advancement, Student and Community Advancement Area, effective January 7, 2002.
20. Termination - Mr. Wayne Kaplan, Special Project Temporary Administrator, Range 5, Workplace Learning Research Center, Student and Community Advancement Area, effective December 21, 2001.
21. Employment – Ms. Renee Dorn, Special Project Temporary Administrator, Vice President’s Office, Student and Community Advancement, effective January 23,

2002 through January 23, 2003, to be paid at Range 6 of the Special Project Temporary Administrator Daily Rate Schedule.

22. Employment - Ms. Alba Martinez, Special Project Temporary Administrator, Behavioral & Sciences Services Division, Academic Affairs Area, effective February 1, 2002, through July 31, 2002, to be paid at Range 4 of the Special Project Temporary Administrator Daily Rate Schedule.

23. The following short-term employees for service on an as-needed basis for the following dates of the 2001 - 2002 fiscal year:

Cleo Bruers	2/1/02 - 5/31/02
Elizabeth Cholico	1/9/02 - 1/31/02
Jason Haddix	2/1/02 - 5/31/02
David Miller	1/23/02- 1/31/02
William Taira	11/1/01 - 2/28/02
Ramon Parra	1/2/02 - 3/31/02
Nina Oshio	1/16/02 - 3/31/02

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

Fredrick Dennis	Joanne Monteleone	Norman Wilford
-----------------	-------------------	----------------

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:

The following employees will attend the Job-Alike Workshop at the Hacienda Hotel, El Segundo, CA Jan. 24, 2002. \$35.00 plus mileage:

Delores Buerger	Jill McTarsney
Josephine Cheung	Catharina Uebele
Celia Kang	Lisa Webb
Estelle Lee	Brenda Wilson

LACOE Workshop: Maintenance/Operations Supervision, Rowland Heights USD Board Room, Rowland Heights, CA - Ricky Harris. Feb. 14, 2002. \$149.00

C. NEW CLASSIFIED POSITION AND CLASSIFICATION SPECIFICATIONS

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

Event Specialist – Career & Transfer Center, Honors Transfer Program as shown on pages 18-19.

D. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

<u>Name</u>	<u>Discipline</u>
Gregorio Cabotaje, Jr.	Welding
Delia Juarez	English
Helene Pigne	French
Lynn Strobel	Fashion & Related Technologies

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

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

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

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

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

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

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

It is recommended that the Board of Trustees approve for Confidential Employees a 3.38% on-scale salary increase effective January 1, 2002. The total salary schedule change effective January 1, 2002, is 3.38%, as shown on page 20.

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

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

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

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

3.38% On-Scale Salary Increase:

The cost of the 3.38% salary increase is \$10,175 (1/2 year amount); or \$20,325 annually thereafter.

B. BENEFITS: \$1,850 (annual) for changes in health & welfare provisions; added cost of for OASDI, PERS, and other required District contributions.

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

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

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

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

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

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

H. **APPROVAL BY THE BOARD OF TRUSTEES: SUPERVISOR SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Supervisors a 3.38% on-scale salary increase effective January 1, 2002. The total salary schedule change effective January 1, 2002, is 3.38%, as shown on pages 21-23.

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

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

For Supervisors, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

3.38% On-Scale Salary Increase:

The cost of the 3.38% salary increase is \$ 19,000 (1/2 year amount); or \$ 38,000 annually thereafter.

B. BENEFITS:

\$3,450 (annual) for changes in health & welfare provisions; added cost of for OASDI, PERS, and other required District contributions.

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

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

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

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

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

J. **APPROVAL BY THE BOARD OF TRUSTEES: MANAGEMENT SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Management a 3.38% on-scale salary increase effective January 1, 2002. The total salary schedule change effective January 1, 2002, is 3.38%, as shown on pages 24-25.

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

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

For Management, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

3.38% On-Scale Salary Increase:

The cost of the 3.38% salary increase is \$57,500 (1/2 year amount); or \$115,000 annually thereafter.

B. BENEFITS:

\$10,350 (annual) for changes in health & welfare provisions; added cost of for OASDI, PERS, STRS, and other required District contributions.

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

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

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

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

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

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

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

It is recommended that the Board of Trustees approve to amend the Vice Presidents' contract to include a 3.38% on-scale salary increase, effective January 1, 2002, for a total annual salary of \$116,229.

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

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

I. Summary: (Major provisions that affect compensation):

A. COMPENSATION:

1. 3.38% On-Scale Salary Increase:

Effective January 1, 2002, a 3.38% on-scale salary increase shall be provided to each Vice President. The cost of the 3.38% salary increase is \$ 7,211 (1/2 year amount); or \$14,421 annually thereafter.

B. BENEFITS: No change in health & welfare provisions; added cost of \$1,305 (annual) for OASDI, PERS, STRS, and other required District contributions.

M. **REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR POLICE OFFICERS ASSOCIATION**

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

N. **APPROVAL BY THE BOARD OF TRUSTEES: POLICE OFFICERS ASSOCIATION PROPOSAL**

It is recommended that the Board of Trustees approve for Faculty a 3.38% on-scale salary increase effective January 1, 2002. The total salary schedule change effective January 1, 2002, is 3.38%, as shown on page 26.

For Police Officers, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation):

A. COMPENSATION:

3.38% On-Scale Salary Increase:

Effective January 1, 2002, a 3.38% on-scale salary increase shall be provided to each Police Officer. The cost of the 3.38% salary increase is \$4,750 (1/2 year amount); or \$9,500 annually thereafter.

- B. BENEFITS: No change in health & welfare provisions; added cost of \$ 900 (annual) for OASDI, PERS, STRS, and other required District contributions.

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

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

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

It is recommended that the Board of Trustees approve for Faculty a 3.36% on-scale salary increase effective January 1, 2002. The total salary schedule change effective January 1, 2002, is 3.36%, as shown on pages 27-29.

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

A. COMPENSATION:

Effective January 1, 2002, a 3.36% on-scale increase shall be provided to full-time faculty. The cost of the salary of the 3.36% increase is \$370,000 (1/2 year amount) or \$ 740,000 annually.

B. BENEFITS:

No change in health & welfare provisions; added cost of \$66,600 (annual) for OASDI, PERS, STRS, and other required District contributions.

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

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

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

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

- 1) A copy of the proposed contract language and salary agreement in its entirety between the District and the El Camino Classified Employees, Local 6142;
- 2) The summary of the costs of the agreement;
- 3) The summary of the costs for benefits.

R. APPROVAL BY BOARD OF TRUSTEES: EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO CONTRACT RATIFICATION

It is recommended that the Board ratify the Agreement between the El Camino Classified Employees, Local 6142, AFT, CFT, AFL-CIO and the El Camino Community College District; effective November 8, 2001, as shown in the attachment. The total salary schedule changes effective January 1, 2001 at 5.8% and January 1, 2002 at 3.38% are shown on pages 30-34.

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

A. COMPENSATION:

Effective January 1, 2002, a 3.38% on-scale increase shall be provided to classified employees. The cost of the salary of the 3.38% increase is \$205,500 (1/2 year amount) or \$411,000 annually.

B. BENEFITS:

No change in health & welfare provisions; added cost of \$37,000 (annual) for OASDI, PERS, STRS and other required District contributions.

S. 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:

Melissa Geis

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVENT SPECIALIST - Career and Transfer Center, Honors Transfer Program

BASIC FUNCTION:

Under the direction of an assigned supervisor of the Career and Transfer Center, assists by coordinating the logistics of all events sponsored by the Career and Transfer Center and the Honors Transfer Program.

REPRESENTATIVE DUTIES:

Confer with the coordinators and advisors to ascertain the necessary event requirements and to ensure the smooth running of such events, i.e. university transfer fairs, majors fair, internship fair, university campus tours, career tours, transfer workshops, career workshops, university application workshops, receptions, seminars, and meetings.

Coordinate all event requirements including requests for facilities set-up, advertising and promotion, catering, decoration, transportation, accommodations, and room reservations.

Coordinate student sign-up procedures for various tours and workshops.

Train and provide work direction to student assistants and other personnel as assigned. Assign and oversee appropriate student assistants and student volunteers for various events.

Confirm event participation with various representatives. Correspond with participants regarding location, time of event, parking, and directions.

Coordinate event information with campus police and communicates parking needs for events.

Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities and events.

Maintain resource library of catalogs and reference books. Coordinate acquisition of university catalogs. Oversee mailing of the El Camino College catalog to educational institutions.

Maintain various records and files related to specialized functions of assigned area; compile information for reports as required.

Prepare and process forms, applications and other documents according to established program requirements and College policies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Event organization and management
Logistical coordination of fairs, receptions, tours, workshops and other events
Interpersonal skills, using tact, patience and courtesy
Promotional and marketing strategies
Oral and communication skills
Basic computer operation

ABILITY TO:

Plan, organize and promote events.
Maintain program budget and cost estimates.
Train and provide work direction to casual and student employees.
Operate a computer and assigned office equipment.
Communicate effectively both orally and written.
Work independently with little direction.
Meet schedules and time lines.
Maintain records and prepare reports.
Understand and follow written directions.

EDUCATION AND EXPERIENCE:

College degree(s) or combination equivalent to two (2) years of college course work and three (3) years of progressively related experience; one year of supervisory experience is desirable.

WORKING CONDITIONS:

May be required to drive offsite locations periodically.
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.
Work under tight timelines

Classified Salary Range 31
Board Approved: January 22, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
 CONFIDENTIAL SALARY SCHEDULE
 Effective January 1, 2002

Range	TITLE	Step A	Step B	Step C	Step D	Step E
3 (23)	Senior Clerical Assistant	2664	2801	2948	3092	3253
4 (24)	Human Resources Technician I Human Resources Assistant	2728	2870	3014	3168	3334
5 (25)	Secretary	2801	2948	3092	3253	3424
6 (26)	Human Resources Technician II	2870	3014	3168	3334	3510
7 (27)	Administrative Assistant I	2948	3092	3253	3424	3589
8 (28)	Human Resources Technician III	3014	3168	3334	3510	3680
9 (29)	Employee Relations Specialist	3092	3253	3424	3589	3776
10 (31)	Administrative Assistant II	3253	3424	3589	3776	3979
11 (33)	No Current Position	3424	3589	3776	3979	4183
12 (35)	Assistant to Vice President	3589	3776	3979	4183	4399
13 (44)	Assistant to Superintendent	4514	4757	5004	5266	5547

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

Board Approved: January 22, 2002

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE
Effective January 1, 2002**

Range	TITLE	Step A	Step B	Step C	Step D	Step E
1		2451	2572	2702	2837	2977
2		2508	2638	2772	2910	3057
3		2572	2702	2837	2977	3130
4		2638	2772	2910	3057	3208
5		2702	2837	2977	3130	3293
6		2772	2910	3057	3208	3383
7		2837	2977	3130	3293	3456
8		2910	3057	3208	3383	3554
9		2977	3130	3293	3456	3635
10	Custodial Supervisor	3057	3208	3383	3554	3739
11		3130	3293	3456	3635	3864
12		3208	3383	3554	3739	3929
13	Head Custodial Operations Supervisor Shipping & Receiving Supervisor	3293	3456	3635	3864	4030
14		3383	3554	3739	3929	4132
15	Grounds/Operations Supervisor Operations Supervisor	3456	3635	3864	4030	4235
16	Bookstore Supervisor	3554	3739	3929	4132	4346
	Industry & Technology Technical Supervisor Production Services Supervisor Testing Office Supervisor Vocational Education Coordinator					

17	Placement Office Supervisor	3635	3864	4030	4235	4456
18	Grounds Supervisor Planetarium Manager Theatre Manager	3739	3929	4132	4346	4575
19		3864	4030	4235	4456	4692
20		3929	4132	4346	4575	4820
21	Admissions & Records Supervisor Business Coordinator (SBDC) Computer Operations Supervisor Electrical Supervisor HVAC/Plumbing Supervisor Instructional Services Supervisor Manager of Campus Building Inspection Science Technical Supervisor	4030	4235	4456	4692	4937
22		4132	4346	4575	4820	5071
23		4235	4456	4692	4937	5197
24	Senior Accounting Supervisor Staff Development Coordinator Theatre Production Manager	4346	4575	4820	5071	5336
25	Facilities Services Supervisor	4456	4692	4937	5197	5474
26	Campus Police Sergeant Senior Facilities Supervisor Technical Services Supervisor Facilities Systems Supervisor	4575	4820	5071	5336	5609
27	Financial Aid Supervisor DSPS Support Services Supervisor	4692	4937	5197	5474	5750
28	Booking/Promotion Manager Alternate Media Technology Supervisor	4820	5071	5336	5609	5969
29		4937	5197	5474	5750	6119
30		5071	5336	5609	5969	6272

31		5197	5474	5750	6119	6427
32		5336	5609	5969	6272	6588
33		5474	5750	6119	6427	6755
34		5609	5969	6272	6588	6924
35	Network Support Supervisor	5750	6119	6427	6755	7094

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

Board Approved: January 22, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR SALARY SCHEDULE
Effective January 1, 2002

RANGE/TITLE	Step 1	Step 2	Step 3	Step 4	Step 5
Range 1	46,541	47,982	49,466	51,003	52,559
Range 2	47,982	49,466	51,003	52,559	54,140
Range 3 Planetarium Director	49,466	51,003	52,559	54,140	55,749
Range 4	51,003	52,559	54,140	55,749	57,442
Range 5 Assistant Director of Development, Annual & Alumni Giving	52,559	54,140	55,749	57,442	59,163
Range 6	59,373	61,206	63,040	64,928	66,887
Range 7 Assistant Director, Bookstore Project Director, Regional Interpreter Training Grant Assistant Director, Small Business Development Center Director, Education & Community Development	64,620	66,440	68,818	71,211	73,604
Range 8 Director, Center for Applied Competitive Technologies (CACT) Assistant Director for Construction & Maintenance Assistant Director for Grounds and Operations Director, Accounting Director, Child Development Center Director, EOP&S Director of Outreach & School Relations	67,812	69,854	72,064	74,583	77,101
Range 9	69,923	72,093	74,304	76,529	78,836
Range 10 Director, Institutional Research	72,093	74,304	76,529	78,836	81,201
Range 11	74,304	76,529	78,836	81,201	83,637

Range 11 (continued)

Director, Small Business Services
 Director, Technical Education
 Director Workforce Education
 Director, Workplace Learning Resource
 Center
 Assistant Director Admissions & Records
 Cal Works & Career Placement Services Director
 Director, International Business Development
 Director, Bookstore
 PACE & Week-end College
 Director
 Director, Public Information
 Director, Risk Management
 Director, Student Development
 Director of Inglewood Center

Range 12	78,319	80,739	83,175	85,651	87,778
----------	--------	--------	--------	--------	--------

Range 13	80,739	83,175	85,651	87,778	90,884
----------	--------	--------	--------	--------	--------

Assistant Director, Human Resources
 Assistant Director, Information Technology Services
 Director, Financial Aid & Scholarship
 Director, Nursing
 Director, Purchasing and Business Services
 Director, Special Resource Center
 Director, Staff and Student
 Diversity
 Division Director
 Executive Director, El Camino Center for the Arts
 Director of Grants Development &
 Management

Range 14	85,246	87,906	90,537	93,250	96,062
----------	--------	--------	--------	--------	--------

Range 15	87,906	90,537	93,250	96,062	98,931
----------	--------	--------	--------	--------	--------

Chief of Police and Director of Public Services Instructional
 Programs
 Director, Admissions & Records

Range 16	92,761	95,559	98,400	101,366	104,403
----------	--------	--------	--------	---------	---------

Business Manager
 Dean
 Director, Facilities, Planning & Services
 Director, Human Resources
 Director, Information Technology Services

Executive Director, Foundation
Project Director (California Virtual College Grant)

Range 17	95,559	98,400	101,366	104,403	107,536
Range 18	98,400	101,366	104,403	107,536	110,755

Board Approved: January 22,
2002

**EL CAMINO COMMUNITY COLLEGE DISTRICT
POLICE OFFICERS ASSOCIATION
SALARY SCHEDULE**

Effective January 1, 2002

Police Officers:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	
Monthly:	3530	3711	3903	4110	4325
Hourly:	20.37	21.41	22.52	23.71	24.95

Trainee Step:

Monthly:	3171
Hourly:	18.29

Board Approved: January 22, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON FISCAL YEAR BASIS
Effective January 1, 2002

STEP	CLASS I BACHELOR DEGREE	CLASS II MASTERS DEGREE	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCTORAT E
1					
2					
3					
4	57,518	60,954	64,392	67,827	71,265
5	60,008	63,443	66,888	70,324	73,757
6	62,503	65,939	69,373	72,813	76,248
7	65,002	68,447	71,868	75,304	78,740
8	67,488	70,928	74,361	77,794	81,232
9	69,980	73,420	76,902	80,292	83,726
10	72,474	75,908	79,348	82,784	86,216
11		78,405	81,842	85,277	88,711
12		80,894	84,330	87,770	91,202
13				90,264	93,697
14				92,753	96,186
20	74,242	82,662	86,098	94,520	97,956
24	76,010	84,430	87,867	96,288	99,723
28	77,780	86,200	89,636	98,057	101,493
** Anniversary increment as provided by Article X, Section 18:					
30	79,549	87,969	91,406	99,827	103,262

Board Approved: January 22, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
 SALARY ACHEDULE FOR FACULTY MEMBERS
 EMPLOYED ON ACADEMIC YEAR BASIS
 Effective January 1, 2002

STEP	CLASS I BACHELOR DEGREE	CLASS II MASTERS DEGREE	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCTORAT E
1					
2					
3					
4	44,241	46,884	49,530	52,174	54,816
5	46,160	48,802	51,444	54,087	56,732
6	48,079	50,718	53,361	56,005	58,652
7	49,991	52,636	55,279	57,927	60,567
8	51,908	54,548	57,195	59,838	62,479
9	53,825	56,469	59,111	61,754	64,397
10	55,742	58,385	61,026	63,672	66,315
11		60,302	62,943	65,588	68,228
12		62,217	64,861	67,510	70,141
13				69,421	72,065
14				71,337	73,981
20	57,510	63,986	66,629	73,105	75,750
24	59,277	65,725	68,398	74,874	77,517
28	61,047	67,521	70,167	76,644	79,287

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

30	62,817	69,290	71,937	78,414	81,056
----	--------	--------	--------	--------	--------

Board Approved: January 22, 2002

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

Effective January 1, 2002

		<u>STEPS</u>				
<u>CLASS</u>	<u>EDUC.</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	1,814 11.338	1,868 11.675	1,924 12.025	1,981 12.381	2,041 12.756
2.	AA	2,167 13.544	2,231 13.944	2,299 14.369	2,367 14.794	2,439 15.244
3.	BA	2,520 15.750	2,596 16.225	2,674 16.713	2,754 17.213	2,836 17.725
4.	BA+24	2,875 17.969	2,961 18.506	3,053 19.081	3,144 19.650	3,239 20.244

The Lead Child Development Center Teacher will be paid ***\$174** a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

***President Fallo read in the correction: \$174 should be \$193.**

Board Approved: January 22, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
CLASSIFIED SALARY SCHEDULE

Effective January 1, 2001

<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step A Hourly Equivalent</u>
1	1445	1519	1590	1660	1740	8.337
2	1480	1550	1640	1702	1779	8.538
3	1519	1590	1660	1740	1824	8.763
4	1550	1640	1702	1779	1867	8.942
5	1590	1660	1740	1824	1910	9.173
6	1640	1702	1779	1867	1961	9.462
7	1660	1740	1824	1910	2009	9.577
8	1702	1779	1867	1961	2062	9.819
9	1740	1824	1910	2009	2104	10.038
10	1779	1867	1961	2062	2157	10.263
11	1824	1910	2009	2104	2209	10.523
12	1867	1961	2062	2157	2261	10.771
13	1910	2009	2104	2209	2322	11.019
14	1961	2062	2157	2261	2373	11.313
15	2009	2104	2209	2322	2435	11.590
16	2062	2157	2261	2373	2491	11.896
17	2104	2209	2322	2435	2552	12.138
18	2157	2261	2373	2491	2617	12.444
19	2209	2322	2435	2552	2680	12.744
20	2261	2373	2491	2617	2752	13.044
21	2322	2435	2552	2680	2813	13.396
22	2373	2491	2617	2752	2886	13.690
23	2435	2552	2680	2813	2957	14.048
24	2491	2617	2752	2886	3036	14.371
25	2552	2680	2813	2957	3111	14.723
26	2617	2752	2886	3036	3196	15.098

27	2680	2813	2957	3111	3265	15.462
28	2752	2886	3036	3196	3348	15.877
29	2813	2957	3111	3265	3435	16.229

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASSIFIED SALARY SCHEDULE

Effective January 1, 2001

<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step A Hourly Equivalent</u>
30	2886	3036	3196	3348	3523	16.650
31	2957	3111	3265	3435	3611	17.060
32	3036	3196	3348	3523	3710	17.515
33	3111	3265	3435	3611	3803	17.948
34	3196	3348	3523	3710	3902	18.438
35	3265	3435	3611	3803	3997	18.837
36	3348	3523	3710	3902	4102	19.315
37	3435	3611	3803	3997	4207	19.817
38	3523	3710	3902	4102	4317	20.325
39	3611	3803	3997	4207	4430	20.833
40	3710	3902	4102	4317	4549	21.404
41	3803	3997	4207	4430	4662	21.940
42	3902	4102	4317	4549	4786	22.512
43	3997	4207	4430	4662	4910	23.060
44	4102	4317	4549	4786	5038	23.665
45	4207	4430	4662	4910	5165	24.271
46	4317	4549	4786	5038	5308	24.906
47	4430	4662	4910	5165	5436	25.558
48	4549	4786	5038	5306	5584	26.244
49	4662	4910	5165	5436	5718	26.896
50	4786	5038	5306	5584	5878	27.612
51	4910	5165	5436	5718	6029	28.327
52	5038	5306	5584	5878	6189	29.065
53	5165	5436	5718	6029	6343	29.798

1 Longevity Increments:

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

2 Variance in percentage between steps exists so that the distribution of .8% bonus is not less than \$287 per year for all classified positions.

November 2001

EL CAMINO COMMUNITY COLLEGE DISTRICT
 CLASSIFIED SALARY SCHEDULE
 Effective January 1, 2002

Range	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step A Hourly Equivalent</u>
1	1494	1571	1644	1717	1799	8.62
2	1530	1603	1696	1760	1840	8.83
3	1571	1644	1717	1799	1886	9.06
4	1603	1696	1760	1840	1931	9.25
5	1644	1717	1799	1886	1975	9.48
6	1696	1760	1840	1931	2028	9.78
7	1717	1799	1886	1975	2077	9.91
8	1760	1840	1931	2028	2132	10.15
9	1799	1886	1975	2077	2176	10.38
10	1840	1931	2028	2132	2230	10.62
11	1886	1975	2077	2176	2284	10.88
12	1931	2028	2132	2230	2338	11.14
13	1975	2077	2176	2284	2400	11.39
14	2028	2132	2230	2338	2454	11.70
15	2077	2176	2284	2400	2518	11.98
16	2132	2230	2338	2454	2576	12.30
17	2176	2284	2400	2518	2639	12.55

18	2230	2338	2454	2576	2705	12.87
19	2284	2400	2518	2639	2771	13.18
20	2338	2454	2576	2705	2845	13.49
21	2400	2518	2639	2771	2909	13.85
22	2454	2576	2705	2845	2984	14.16
23	2518	2639	2771	2909	3057	14.53
24	2576	2705	2845	2984	3139	14.86
25	2639	2771	2909	3057	3217	15.23
26	2705	2845	2984	3139	3304	15.61
27	2771	2909	3057	3217	3376	15.99
28	2845	2984	3139	3304	3462	16.41
29	2909	3057	3217	3376	3552	16.78
30	2984	3139	3304	3462	3643	17.22
31	3057	3217	3376	3552	3734	17.64
32	3139	3304	3462	3643	3836	18.11
33	3217	3376	3552	3734	3932	18.56
34	3304	3462	3643	3836	4034	19.06
35	3376	3552	3734	3932	4133	19.48
36	3462	3643	3836	4034	4241	19.97
37	3552	3734	3932	4133	4350	20.49
38	3643	3836	4034	4241	4463	21.02

39	3734	3932	4133	4350	4580	21.54
40	3836	4034	4241	4463	4703	22.13
41	3932	4133	4350	4580	4820	22.68
42	4034	4241	4463	4703	4948	23.27
43	4133	4350	4580	4820	5076	23.84
44	4241	4463	4703	4948	5209	24.47
45	4350	4580	4820	5076	5340	25.10
46	4463	4703	4948	5209	5486	25.75
47	4580	4820	5076	5340	5620	26.42
48	4703	4948	5209	5486	5773	27.13
49	4820	5076	5340	5620	5912	27.81
50	4948	5209	5486	5773	6077	28.55
51	5076	5340	5620	5912	6233	29.28
52	5209	5486	5773	6077	6399	30.05
53	5340	5620	5912	6233	6558	30.81

* Longevity Increments

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

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

Board Approved: January 22, 2002

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

A. Travel.....Page 1

B. Conference Attendance.....Page 1

A. Travel

It is recommended that the Board approve the following travel:

1. Community College League of California-Student Trustee Workshop, Student Member, Mr. Glen A. Chapple, February 2-3, 2002, Sacramento, California, with transportation and necessary expenses paid.
2. Continuous Quality Improvement Network, President Thomas M. Fallo, February 28 – March 3, 2002, Seattle, Washington, with no loss of salary with transportation and necessary expenses paid.
3. Partners in Higher Education, President Thomas M. Fallo, March 6-7, 2002, Davis, California, with no loss of salary with transportation and necessary expenses paid.
4. American Association of Community Colleges, President Thomas M. Fallo, April 18-23, 2002, Seattle, Washington, with no loss of salary with transportation and necessary expenses paid.

B. Conference

It is recommended that the Board ratify/approve attendance of the following College Council Members to the Community College League Tools for Tolerance conference, Los Angeles, CA, January 8-9, 2002, \$345.00 + mileage each to be paid from the President's Office Conferences-Management Fund: Mr. Victor Hanson, Mr. Doug Marston, Ms. Susan Pickens, Dr. Angela Simon, Dr. Nadine Hata, Ms. Luukia Smith, Dr. Patricia Caldwell, and Ms. Jan Caldwell.

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 develop its 2002 Goals.

- I. Bond Proposal
- 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.