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**El Camino Community College District  
Board of Trustees  
Agenda, Tuesday, February 18, 2014  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of January 21, 2014,  
Pages 5-7**
- III. Presentation – Student Success and Support Program Implementation Status**
- IV. Public Hearing - none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion  
and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 8-61*
  2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 62-66*
  3. Administrative Services  
*See Administrative Services Agenda, Pages 67-86*
  4. *See Measure "E" Bond Fund Agenda,  
Pages 87-89*
  5. Human Resources  
*See Human Resources Agenda,  
Pages 90-113*
  6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 114-120*

**VII. Public Comment on Non-Agenda Items**

**VIII. Oral Reports**

- A. Academic Senate Report
- B. Compton Center Report
- C. Board of Trustees Report
- D. President's Report

**IX. Closed Session**

- A. Existing Litigation, Brown Act, Section 54956.9(a)
  - 1. Case # BC495392
- B. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
- C. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
  - 1. El Camino College Federation of Teachers, Local 1388
  - 2. El Camino Classified Employees Local 6142

<p><b>Board of Trustees Meeting Schedule for 2014</b> <b>4:00 p.m. Board Room</b></p>
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Monday, March 17, 2014  
Monday, April 21, 2014  
Monday, May 19, 2014  
Monday, June 16, 2014  
Monday, July 21, 2014  
Monday, August 18, 2014  
Monday, September 8, 2014  
Monday, October 20, 2014  
Monday, November 17, 2014  
Monday, December 15, 2014

## Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

### **Vision Statement**

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 Statement**

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

### **Statement of Philosophy**

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. 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 source of strength and its driving force. With this in mind, our five 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**

The following guiding principles are used to direct the efforts of the District:

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

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success 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 or background.

### **Strategic Initiatives**

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
  - B. Strengthen quality educational and support services to promote student success.
  - C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
  - D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
  - E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
  - F. Support facility and technology improvements to meet the needs of students, employees, and the community.
  - G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
- Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

**BOARD PRESENTATIONS AND REPORTS 2013-2014**

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff Development/Diversity
November	Honors Transfer Program (HTP)	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	First Year Experience (FYE)	Annual Factbook Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Reports
March	Outreach Plan	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	Student Success & Support Program Plan
June	Title V STEM Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: February 3, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Tuesday, January 21, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Tuesday, January 21, 2014, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Mary E. Combs, Secretary; Trustee John Vargas, Member; and Student Member Brooke Matson. Trustee Cliff Numark was absent.

Also present were Dr. Thomas Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; and Dr. Jeanie Nishime, Vice President/Student and Community Advancement.

Minutes of the Regular Board Meeting of December 16, 2013

The Minutes of the Regular Board meeting of December 16, 2013 were approved.

Presentation

Ms. Cynthia Mosqueda gave a presentation on the First Year Experience Program.

Consent Agenda

It was moved by Trustee Brown, seconded by Trustee Vargas, that the Board adopt the items presented on the agenda in the following areas:

Academic Affairs

Proposed Curriculum Changes Effective 2014-2015 Academic Year  
Sabbatical Leave of Absence 2014-2015

Student and Community Advancement

Community Education Program for Winter/Spring 2014  
Grant

Administrative Services

AB 2910 Quarterly Fiscal Status Reports  
Non-Resident Tuition Fee for 2014-15  
2012-2013 Audit Report  
Destruction of Records  
Contracts Under \$84,100

Contracts Over \$84,100  
Bid Award – Allied Health Building Project (CEC)  
Personal Services Agreements  
Amendments  
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances  
Contract – International Parking Design, Inc., Lot C Parking Structure  
Change Order – Harik Construction, Inc. - Lot F Parking Structure Improvement Project  
Change Order – Pinner Construction Company, Inc. – Shops Building Replacement Project  
Notice of Job Completion Harik Construction, Inc. - Lot F Parking Structure Improvement Project  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Board Policy 3430 (Prohibition of Harassment) – First Reading  
New Administrative Procedure 3430 (Prohibition of Harassment) – Information Item  
Board Policy 3410 (Nondiscrimination) – Second Reading and Adoption  
New Administrative Procedure 3410 (Nondiscrimination) – Information Item  
Board Policy 7110 (Delegation of Authority) – Second Reading and Adoption  
New Administrative Procedure 7110 (Delegation of Authority) – Information Item  
New Administrative Procedure 7150 (Evaluation) – Information Item  
New Board Policy 7510 (Domestic Partners) – Second Reading and Adoption  
New Board Policy 7700 (Whistleblower) – Second Reading and Adoption  
New Administrative Procedure 7700 (Whistleblower) – Information Item

Compton Educational Center

Consortium Resolution

President/Board of Trustees

Travel  
2014 Board of Trustees Goals

Student Member Matson recorded a yes advisory vote. Trustees Beverly, Brown, Combs and Vargas voted yes. Motion carried.

## Non-Consent Agenda

### Tax and Revenue Anticipation Note – 2013-14

It was moved by Trustee Combs, seconded by Trustee Vargas, that the Board of Trustees authorize the participation of the District in the mid-year Los Angeles County Tax and Revenue Anticipation Note Pool for the 2013-14 fiscal year, not to exceed \$5 million.

Student Member Matson recorded a yes advisory vote. Trustees Beverly, Brown, Combs and Vargas voted yes. Motion carried.

### Resolution for Tax and Revenue Anticipation Note – 2013-14 (Resolution No. ECC# 1-21-14)

It was moved by Trustee Combs, seconded by Student Member Matson, that the Board of Trustees adopt the resolution authorizing and approving:

1. The borrowing of funds for Fiscal Year 2013-14 not to exceed \$ 5 million,
2. The issuance and sale of a mid-year 2013-14 tax revenue anticipation note (TRAN), and
3. Participation in the Los Angeles County Schools Tax Revenue Anticipation Notes (TRAN) Program for the 2013-14 fiscal year.

Student Member Matson recorded a yes advisory vote. Trustees Beverly, Brown, Combs and Vargas voted yes. Motion carried.

## Closed Session

Regular Meeting adjourned to a Closed Session at 5:30 p.m. which ended at 5:58 p.m.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Academic Affairs  
Francisco Arce, Vice President**

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**Page No.**

A. Proposed Curriculum Changes Effective 2014-2015 Academic Year .....9



## ACADEMIC AFFAIRS

### A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2014-2015 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2014-2015 academic year, as listed below.

#### BEHAVIORAL AND SOCIAL SCIENCES

##### Course Review

1. American Studies 7 – History of American Popular Culture
2. Anthropology 2 – Introduction to Cultural Anthropology
3. History 114 – History of the Asian American in the United States
4. History 122 – United States Social History: Cultural Pluralism in America
5. Political Science 2 – Introduction to Comparative Politics
6. Political Science 3 – Introduction to Principles and Methods of Political Science
7. Political Science 10 – Introduction to International Relations
8. Psychology 16 – Lifespan Development
9. Sociology 108 – Global Perspectives on Race and Ethnicity

##### Course Review; Change in Catalog Description

1. Anthropology 1 – Introduction to Physical Anthropology  
*Current Status/Proposed Changes*  
This course explores and emphasizes the evolution and biological diversity of the human species and our closest living relative, the non-human primates. Topics include genetics, mechanisms of evolutionary change, human variation, and the reconstruction of human evolutionary history through examination of the fossil record ~~and comparative studies of the living non-human primates~~.
2. Anthropology 3 – Introduction to Archaeology  
*Current Status/Proposed Changes*  
This course is a survey of the field of archaeology in the United States and abroad. It traces the history of archeology, and reviews the concepts and, topics of concern, and research methodologies commonly encountered within the field of archaeology. Students will be introduced to basic techniques of soils analysis and archaeological materials analysis.

3. Anthropology 5 – Physical Anthropology Laboratory

*Current Status/Proposed Changes*

This course uses laboratory exercises ~~and other assignments~~ and hands-on activities to explore the primary topics of physical anthropology. Topics will include principles of evolution, human genetics, forensic anthropology, behavior and anatomy of nonhuman primates, human variation and fossil evidence for human evolution.

4. Anthropology 8 – Ancient Civilizations of Mesoamerica

*Current Status/Proposed Changes*

This course traces the development of the indigenous societies of ~~Mesoamerica~~ this region from the entry of humans into the Americas at the end of the Upper Paleolithic ~~Period~~ until the ~~arrival and conquest by~~ invasion of the Spaniards in the early sixteenth century. Special attention will be given to those societies that achieved chiefdom or state-level political complexity. Topics will include the languages, writing systems, belief systems, political systems, economies, monuments and ~~the~~ art of these peoples.

Course Review; Changes in Descriptive Title, Catalog Description

*Current Status/Proposed Changes*

1. Child Development 110 - Child Health, Safety, and ~~Safety~~ Nutrition

This course is an introduction to the laws, regulations, standards, policies, procedures, and early childhood curriculum related to child health, safety, and nutrition. It is designed to meet the needs of parents, family child care providers and center-based teachers who are interested in increasing their knowledge of ~~health and safety~~ these practices for young children. Topics include creating a healthy environment, indoor and outdoor safety, chronic and acute illnesses, accident prevention, health screening, disaster planning, nutrition, contagious diseases, and identifying and working with children with special needs. Students will develop and present health and safety education curriculum appropriate for children, staff and parents.

*Current Status/Proposed Changes*

2. Political Science 7 – ~~Theory~~ Political Philosophy

In this course, students will examine political theory as presented in the primary works of major Western thinkers from Plato to Marx. Fundamental issues to be explored include human nature, justice, power, the role of the state, and the legitimate scope of government.

Note: Political Science 7 is the same course as Philosophy 17.

Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Human Development 10 – Strategies for Creating Success in College and in Life  
*Current Status/Proposed Changes*  
Recommended Preparation: English 84 or English as a Second Language ~~52C~~ 52B or English A or ~~English AX~~ English as a Second Language 53C
2. Psychology 9A – Introduction to Elementary Statistical Methods for the Study of Behavior  
*Current Status/Proposed Changes*  
Prerequisite: Psychology 5 or Sociology 101 and Mathematics 73 or Mathematics 80 with a minimum grade of C in prerequisite
3. Psychology 9B – Experimental Methods in the Study of Behavior  
*Current Status/Proposed Changes*  
Prerequisite: Mathematics 150 or Psychology 9A or Sociology 109 with a minimum grade of C in prerequisite
4. Sociology 109 – Introduction to Elementary Statistical Methods for the Study of Behavior  
*Current Status/Proposed Changes*  
Prerequisite: Psychology 5 or Sociology 101 and Mathematics 73 or Mathematics 80 with a minimum grade of C in prerequisite

#### New Distance Education Course Version

1. Human Development 115 – Career Development Across the Lifespan
2. Philosophy 17 – Political Philosophy
3. Psychology 9A – Introduction to Elementary Statistical Methods for the Study of Behavior
4. Psychology 9B – Experimental Methods in the Study of Behavior
5. Sociology 109 – Introduction to Elementary Statistical Methods for the Study of Behavior

#### Inactivate Course

1. Anthropology 20A– Introduction to Museum Studies
2. Human Development 50 – Special Topics in Human Development
3. Psychology 22 – Sport Psychology

### **BUSINESS**

#### Course Review

1. Business 2A – Intermediate Accounting

2. Business 2B – Intermediate Accounting
3. Business 5A – Income Tax Accounting
4. Computer Information Systems 16 - Application Development and Programming Using Visual Basic.Net
5. Law 11 – Introduction to Legal Research
6. Paralegal Studies 1 – Introduction to Paralegal Studies

#### Course Review; Change in Catalog Description

1. Business 27 – Effective English for Business

##### *Current Status/Proposed Changes*

~~This course is a comprehensive course designed to strengthen and refine the student's ability to intelligently express and communicate through written language study of written English skills that are critical to communicate successfully in a business environment. The course will focus on the methods of organizing and presenting business data and ideas in written explanatory and persuasive formats as well as the structural relationships in language. Assignments are designed to stimulate thought and discussion as well as to formulate clear and precise expression of ideas. Focus is placed on English grammar, usage, and sentence structure.~~

2. Computer Information Systems 18 – Systems Analysis and Design

##### *Current Status/Proposed Changes*

~~In this course, the student will study structured systems analysis, and design, and development concepts as they are applied to in business data processing environments. Topics emphasize tools of methodologies used by the analyst and throughout the systems development life cycle, which includes problem definition, feasibility study, analysis, process modeling, data modeling, logic modeling, software development choices to analyze business problems or opportunities, address user needs, perform feasibility studies, specify business requirements through process, data and logic modeling, consideration of development alternatives, and implementation and maintenance of systems.~~

#### Course Review; Changes in Descriptive Title, Catalog Description

##### *Current Status/Proposed Changes*

1. Computer Information Systems 19 – ~~Introduction to the Internet, Security, and the Web Publishing~~

~~This course covers terminology, technology, and software used by the Internet and Web Page Publishing. Different technologies will be compared and evaluated. Students will learn to set up Web pages, use E-mail, search for and evaluate information sources, and use the various conferencing software available on the~~

Internet explores the current state of the Internet, web development, networking, and cyber security in correlation with emerging technologies. Topics discussed and examined through various assignments include internet security, risk management, network defense, virus attacks, cloud computing, social networking, and the web.

*Current Status/Proposed Changes*

2. Computer Information Systems 40 – ~~Microcomputer~~ Personal Computer Operations  
In this course students will become familiar with managing and supporting ~~microcomputers~~ personal computers within an organization. The class will emphasize both computer hardware and applications software. Topics covered will include ~~microcomputer~~ personal computer concepts, computer devices, hardware management, applications and operating system software installation, maintenance and setup troubleshooting, and ethical concerns within the information systems environment.

Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Business 12 – Advertising

*Current Status/Proposed Changes*

Recommended Preparation: eligibility for English 84 and eligibility for English A

In this course students will study ~~the field of advertising and promotion from a marketing perspective.~~ how to create effective and compelling advertising campaigns through print, broadcast, and electronic media. Topics to be covered include ~~the practice and management of advertising by agencies, clients~~ branding, message creation, and the media placement. Also emphasized are the concepts of ethics, social responsibility, and consumer benefits. ~~Effective techniques in the preparation of different types of advertisements will be analyzed and applied.~~

2. Business 20 – Business Management

*Current Status/Proposed Changes*

Recommended Preparation: eligibility for English 84 and eligibility for English A

This course is a study of ~~basic business management~~ the concepts and theories procedures critical to managing a business successfully in a global, competitive environment. ~~Emphasis is on an operational analysis of the manager's role in multinational business organizations.~~ Also emphasized are the principles of Total Quality Management and ~~the traditional management functions of planning~~ Planning, organizing, staffing, leading, and controlling, and the application of managerial concepts are discussed.

Course Review; Changes in General Education Requirement, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Business 17 – Personal Finance

*Current Status/Proposed Changes*

Proposed CSU General Education – Area E

Recommended Preparation: eligibility for English 84 and eligibility for English A

~~In this course, students examine the basic economic issues applied to individual and family management, such as financial planning, record keeping, budgeting, managing money, credit, and taxes. Emphasis is placed on housing and other major expenditures, protecting assets through insurance and other means, investing in stocks, bonds, mutual funds, and real estate, as well as retirement planning. will learn how to develop personal financial goals and how to use financial planning to help achieve life goals. Students will learn budgeting, planning for the financial future, and how to incorporate investment choices such as stocks, real estate, bonds, and mutual funds. Students will examine how personal financial management can affect physiological and psychological well-being and the impact financial management and decisions have on individuals and families.~~

Course Review; Changes in Descriptive Title, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. Business 21 – ~~Personnel~~ Human Resources Management

Recommended Preparation: eligibility for English 84 and eligibility for English A

~~In this course students will gain an understanding of effective utilization of human resources in the business enterprise. Emphasis is on principles of personnel administration, supervisory and leadership techniques, human relations, concepts of motivation, business communication, and laws governing the rights of employers and employees. Effective management of common types of personnel problems will be discussed. This course is a study of effective utilization of human resources within an organization. Emphasis is placed on principles of human resources strategy and planning, recruitment, selection, training and development, employee appraisals, compensation and benefits, legal considerations, organized labor, and health and safety practices. Effective management of common issues in human resources from the perspective of the employee and employer are discussed.~~

*Current Status/Proposed Changes*

2. Business 24 – ~~Introduction to Small Business Entrepreneurship~~  
Recommended Preparation: eligibility for English 84 and eligibility for English A

~~This course is designed to provide a systematic approach to planning, developing, and operating a small business. provides students with the ability to identify opportunities and develop them into viable small businesses or non-profit organizations. Students will focus on building the entrepreneurial skills needed to initiate and manage business ventures. The course will emphasize developing the expertise needed to analyze consumer and business trends and to use this information in planning and developing a business venture. a small business or small organization. Areas of concentration include the principles of developing new products product development, acquiring financing, drafting a business plan, advertising, taxation, accounting, and legal forms of organizations, e-commerce in a global environment and strategic planning.~~

*Current Status/Proposed Changes*

3. Computer Information Systems 16 – ~~Introduction to Visual Basic~~  
Application Development and Programming Using Visual Basic.Net  
Prerequisite: Computer Information Systems 13; ~~Computer Information Systems 26 or 28~~ with a minimum grade of C in prerequisite or equivalent experience

~~This course is an introduction to programming. Students will learn how to design interfaces and how to develop Task of Object Event (TOE) charts. Psuedocode and flow charts will then be created and code will be written for the various controls on the interface. Topics such as sequential file access, arrays, and database access will be covered the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. A step-by-step, hands-on, project experience is used with a modern application programming language and development platform.~~

*Current Status/Proposed Changes*

4. Computer Information Systems 142 – ~~Implementing and Administering Network Routers Ciseo 3~~ Local Area Network (LAN) Switching and Wireless Cisco 3  
Prerequisite: Computer Information Systems 141 with a minimum grade of C or equivalent (~~Successful completion of CCNA "Semesters" 1 and 2 is an equivalent~~)

~~This course provides instruction in installing and maintaining network routers. The course will provide hands-on experience in diagnosing and replacing router components. an understanding of how switches are interconnected and configured to provide network access to Local Area Network users. It also provides instruction on~~

how to integrate wireless devices into Local Area Networks. This course is technically oriented and will prepare students for industry certification.  
Note: This course is semester three in the Cisco Networking Academy program.

*Current Status/Proposed Changes*

5. ~~Computer Information Systems 143 – LAN and WAN Router Configurations Cisco 4~~  
 Accessing the WAN - Cisco 4

Prerequisite: Computer Information Systems 142 with a minimum grade of C or equivalent (~~Successful completion of Cisco CCNA "Semesters" 1, 2, and 3 is an equivalent~~)

~~This course provides a study of routers and their configuration in multi-protocol internetworks. Students will learn to design and build a multi-router and multi-group internetwork that use local and wide area network interfaces for the most commonly used routing and routed protocols~~ fundamental understanding of WAN (Wide Area Network) networking concepts and a wide range of network technologies. Instruction will be given on several WAN technologies, including PPP (Point to Point), Frame Relay, and related topics, such as Access Control List, Network Address Translation, and Virtual Private Networks.

Note: This course is semester four in the Cisco Networking Academy program.

Change in Major; Course Requirements, Units

1. Computer Information Systems A.S. Degree

*Current Status/Proposed Changes*

**Major Requirements**

**Units**

CIS 13	Introduction to Computers	3
CIS 18	Systems Analysis and Design	3
CIS 19	Introduction to the Internet and Web Publishing	3

~~one of the following groups:~~ two courses from: 6 units

CIS 26	Using Microsoft Excel	3
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and

CIS 28	Database Management Using Microsoft Access	3
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or

CIS 140	Data Communications Cisco 1	3
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and

CIS 141	Networking Microcomputers Cisco 2	3
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~~two courses from:~~

<del>CIS 16</del>	<del>Introduction to Visual Basic</del>	<del>3</del>
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CIS 27	Using Spreadsheet Macros	3
CIS 29	Advanced Database Applications	3
CIS 30	Introduction to Electronic Commerce	3
CIS 80	Oracle Application Programming	4
CIS 133	Web Programming Concepts	4
CIS 134	Web Programming	4
CIS 142	Implementing and Administering Network Routers Cisco 3	3
CIS 143	LAN and WAN Router Configurations Cisco 4	3

select one of the following groups of courses: 9-11 units ~~two courses from:~~

Help Desk

BUS 27	Effective English for Business	3
CIS 11	Help Desk Operations	3
CIS 40	Personal Computer Operations	3

Advanced Applications

CIS 27	Using Spreadsheet Macros	3
CIS 29	Advanced Database Applications	3
CIS 80	Oracle Application Programming	4

Networking

CIS 40	Personal Computer Operations	3
CIS 142	Local Area Network (LAN) Switching and Wireless Cisco 3 <del>Implementing and Administering Network Routers Cisco 3</del>	3
CIS 143	LAN and WAN Router Configurations Cisco 4	3

Programming

CIS 16	Introduction to Visual Basic	3
CIS 133	Mashup JavaScript, jQuery and AJAX Web Programming Concepts	4
CIS 134	ASP.NET with C# Business Web Programming	4

Mobile and Web Programming

CIS 30	Introduction to Electronic Commerce	3
CIS 133	Mashup JavaScript, jQuery and AJAX Web Programming Concepts	4
CIS 134	ASP.NET with C# Business Web Programming	4
CIS 136	Building Mobile Apps	3

**Total Units: ~~21-22~~ 24-26**

*Change in Certificate of Achievement; Title, Course Requirements, Units*

*Current Status/Proposed Changes*

1. ~~Microcomputer Support and Network Management~~ Computer Support and Network Management

A minimum of 12 Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required ~~33-34~~ 30-32 units.

<i>Certificate Requirements</i>		<i>Units</i>
CIS 13	Introduction to Computers	3
CIS 19	Introduction to the Internet and Web Publishing	3
CIS 40	Microcomputer Operations	3
CIS 140	Data Communications Cisco 1	3
CIS 141	Networking Microcomputers Cisco 2	3
CIS 142	Implementing and Administering Network Routers Cisco 3	3
CIS 143	LAN and WAN Router Configurations Cisco 4	3

~~four courses from three~~ courses from: 9-11 units

<u>CIS 11</u>	<u>Help Desk Operations</u>	<u>3</u>
CIS 16	Introduction to Visual Basic	3
CIS 18	Systems Analysis and Design	3
CIS 28	<del>Using Database Management</del> <u>Using Microsoft Access</u>	3
<del>CIS 29</del>	<del>Advanced Database Applications</del>	<del>3</del>
CIS 80	Oracle Application Programming	4
<u>CIS 133</u>	<u>Mashup JavaScript, jQuery and AJAX</u>	<u>4</u>

**Total Units: ~~33-34~~ 30-32**

*Current Status/Proposed Changes*

2. ~~Microcomputer Applications~~ Computer Systems Application

A minimum of 12 Computer-Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required ~~30-34~~ 30-35 units.

<i>Certificate Requirements</i>		<i>Units</i>
CIS 13	Introduction to Computers	3
CIS 18	Systems Analysis and Design	3

<u>CIS 19</u>	<u>Introduction to the Internet and Web Publishing</u>	<u>3</u>
CIS 26	Using <u>Microsoft Excel Spreadsheets</u>	3
CIS 28	Using Database Applications	3
<del>CIS 40</del>	<del>Microcomputer Operations</del>	<del>3</del>

one course from: 3-4 units

CIS 16	Introduction to Visual Basic	3
or		
CIS 133	Web Programming Concepts	4

two courses from: 6-8 units

CIS 27	Using Spreadsheet Macros	3
CIS 29	Advanced Database Applications	3
<u>CIS 80</u>	<u>Oracle Application Programming</u>	<u>4</u>
<del>CIS 133</del>	<del>Web Programming Concepts</del>	<del>4</del>
CIS 134	Web Programming	4
<u>CIS 136</u>	<u>Building Mobile Apps</u>	<u>3</u>

two courses from: 6-8 units

or any course not selected above

<del>BUS 55</del>	<del>Advanced Microsoft Office Integrated Software Applications</del>	<del>4</del>
CIS 11	Help Desk Operations	3
<del>CIS 19</del>	<del>Introduction to the Internet and Web Publishing</del>	<del>3</del>
CIS 30	Introduction to Electronic Commerce	3
<u>CIS 40</u>	<u>Personal Computer Operations</u>	<u>3</u>

**Total Units: ~~30-34~~ 30-35**

## FINE ARTS

### Course Review

1. Art 101 – Art and Visual Culture in Modern Life
2. Art 222 – Fundamentals of Painting I
3. Art 223 – Fundamentals of Painting II
4. Art 262 – Intermediate Ceramics
5. Art 263 – Advanced Ceramics
6. Art 274 – Jewelry Fabrication
7. Art 275 – Jewelry Casting
8. Film/Video 21 – Audio Production
9. Film 54 – Regional Cinemas
10. Music 113 – Survey of Jazz

11. Music 215A – Music History and Literature up to 1750
12. Music 215B – Music History and Literature - 1750 to Present
13. Music 261abcd – Brass Ensembles
14. Music 262abcd – Percussion Ensembles
15. Music 263abcd – Clarinet Choir
16. Music 265abcd – Symphonic Band
17. Photography 57 – Creative Photographic Processes

#### Change in Course Discipline

1. Art 102A – History Western of Art - Prehistoric to Gothic  
*Current Status/Proposed Changes*  
Course Discipline: Art History
2. Art 106 – Cross-Cultural Art  
*Current Status/Proposed Changes*  
Course Discipline: Art History
3. Art 205A – History of Asian Art - India and Southeast Asia  
*Current Status/Proposed Changes*  
Course Discipline: Art History

#### Change in Course Number

1. Film ~~4~~ 110 – Creative Photographic Processes
2. Film ~~3~~ 113 – Screenplay Analysis
3. Film 4 114 – Story Development
4. Film ~~20~~ 120 – Introduction to Film/Video Production
5. Film ~~21~~ 121 – Audio Production
6. Film ~~22~~ 122 – Production I
7. Film ~~24~~ 124 – Production Planning
8. Film ~~28~~ 128 – Television Production
9. Film ~~51~~ 151 – Film and Popular Music in Post-World War II America
10. Film ~~52~~ 152 – Film, Culture, and Technology
11. Film ~~53~~ 153 – American Independent Cinema
12. Film 54 154 – Regional Cinemas
13. Film ~~32~~ 232 – Production II
14. Film ~~34~~ 234 – Camera and Lighting
15. Film ~~36~~ 236 – Editing
16. Photography ~~51~~ 101 – Elementary Photography
17. Photography ~~4~~ 102 – Basic Photography

18. Photography ~~10~~ 106 – Basic Photojournalism
19. Photography ~~2~~ 202 – Intermediate Photography
20. Photography ~~3~~ 203 – Advanced Photography
21. Photography ~~4~~ 204 – Portraiture
22. Photography ~~11ab~~ 206ab – Advanced Photojournalism
23. Photography ~~23A~~ 223A – Theory of Color/Color Printing
24. Photography ~~23B~~ 223B – Intermediate Color Photography/Color Printing
25. Photography ~~54~~ 254 – Intermediate 35mm Black and White Photography
26. Photography ~~57~~ 257 – Creative Photographic Processes

#### Course Review; Change in Course Discipline

1. Art 205B – History of Asian Art - China, Korea, and Japan  
*Current Status/Proposed Changes*  
Course Discipline: Art History
2. Art 207 – Art History of Mexico and Central and South America  
*Current Status/Proposed Changes*  
Course Discipline: Art History
3. Art 208 – History of American Art  
*Current Status/Proposed Changes*  
Course Discipline: Art History

#### Course Review; Change in Catalog Description

1. Communication Studies 22abcd – Forensics - Individual Events  
*Current Status/Proposed Changes*  
This course provides training for and participation in individual forensics events for at intercollegiate speech ~~competition~~ competitions. The student will receive instruction and direction for the preparation, creation, and performance of interpretation of literature programs, limited preparation speeches, and general public address. Students will compete in intercollegiate forensics competitions.
2. Communication Studies 23abcd – Forensics - Team Events  
*Current Status/Proposed Changes*  
This course provides Team Forensics events training for intercollegiate speech ~~competition~~ and participation in intercollegiate forensics competitions. The student will receive instruction and direction for the creation and performance of Readers Theater. Students will receive instruction and preparation for current event debates and Limited Preparation Parliamentary Debate. Students will compete in intercollegiate forensics competitions.

3. Music 101 - Music Fundamentals

*Current Status/Proposed Changes*

In this course students will analyze and identify the fundamentals of music theory. It prepares students for further study in theory and musicianship and serves to enhance the study and appreciation of music for all interested students. Students will analyze music beginning with pitch and rhythm notation, the keyboard and major scales, ~~the~~ . The course proceeds through intervals, triads, seventh chords, inversions, minor scales, ~~cadences~~, and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats.

4. Photography 2 – Intermediate Photography

*Current Status/Proposed Changes*

This ~~class~~ course emphasizes film and digital photography as a creative and commercial art. The basics of commercial, portraiture, still life and fine art photography are covered. Intermediate photographic lighting and black and white printing ~~skills~~ techniques are introduced.

5. Photography 3 – Advanced Photography

*Current Status/Proposed Changes*

This course focuses on photography as a commercial and creative practice. Basic business practices for the photographer, along with fashion, industrial, advertising, and ~~advertising~~-product digital and film photography, are covered. Advanced lighting designs and techniques, and printing skills are introduced. The production of professional portfolio quality ~~black~~ digital and ~~white~~ film photographic prints and ~~color transparencies~~ is emphasized.

Course Review; Changes in Course Discipline, Catalog Description

1. Art 102B – History of Western Art - Proto-Renaissance to 19th Century

*Current Status/Proposed Changes*

Course Discipline: ~~Art~~ Art History

This course surveys the history and development of Western painting, sculpture, and architecture in relation to changing social, political, religious, and philosophical conditions from the 14th through the ~~18th~~ 19th centuries. The focus is on the Proto-Renaissance, Renaissance, Mannerism, and Baroque periods in Italy, Spain, Flanders, The Netherlands, France, England, Germany and the New World.

2. Art 102C – History of Western Art - 19th Century to Contemporary Times

*Current Status/Proposed Changes*

Course Discipline: Art History

This course is a survey of the history, development, and evolution of painting, sculpture, architecture, photography, and related art forms of ~~the 19th, 20th, and 21st centuries.~~ Western Europe and the United States from the mid-nineteenth century to the late-twentieth century. Artworks, art movements, and art styles are studied in relation to relevant social, political, philosophical, and technological factors, and the accelerating changes that characterize the modern era. Students ~~are~~ will see how the aesthetic of newness, originality, anti-academicism, and radical formal invention characteristic of avant-garde modernism was rooted in the deep-seated societal changes and values that defined modernity. Students will be introduced to fundamental methods of analysis that will assist them in understanding art and aesthetic human activities.

#### Course Review; Changes in Lab Contact Hours, Catalog Description

##### 1. Music 259abcd – Music Production Workshop

*Current Status/Proposed Changes*

Units: 1.0      Lecture: 0      Lab Hours: 3 hours per week to be arranged

This course ~~provides experience offers the opportunity to participate~~ in a musical theatre production as a member of the chorus or as a soloist. Students will participate in the Kennedy Center American College Theatre Festival (KCACTF) competition.

##### 2. Theatre 270abcd – Beginning Theatre Production

*Current Status/Proposed Changes*

Units: 1.0      Lecture: 0      Lab Hours: 3 hours to be arranged ~~(plus extended rehearsal hours to be arranged)~~

This theatre production course is an acting workshop in which students learn performance skills and rehearsal discipline through active participation in a major theatrical production. ~~This is an intensive course with extended rehearsal hours to be arranged.~~ Students will demonstrate their performance skills and be ranked on their acting abilities in a live performance through participation in the Kennedy Center American College Theater Festival (KCACTF) competition.

#### Course Review; Changes in Course Number, Descriptive Title, Catalog Description

*Current Status/Proposed Changes*

##### 1. Dance ~~474~~ 171A – Beginning Choreography ~~I-A~~

This course is an introduction to fundamental skills and concepts of choreography with an emphasis on utilizing movement resources for creating solo and duets in creating dances. Attendance at selected dance events is required.

Course Review; Changes in Course Number, Descriptive Title, Catalog Description  
Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment  
Limitation)

*Current Status/Proposed Changes*

1. Dance ~~271~~ 271A – Intermediate Choreography ~~II~~ A  
Prerequisite: ~~Dance 71AB~~ 171B with a minimum grade of C or equivalent

In this course, students further develop choreographic concepts and skills from Dance ~~71ab~~ 171B. Methods of expanding initial movement concepts ~~from a solo or small~~ from small group to large group composition are also emphasized. Attendance at selected dance events is required.

Course Review; Changes in Catalog Description, Conditions of Enrollment  
(Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Theatre 175abcd – Student Performance/Production Workshop

*Current Status/Proposed Changes*

Recommended Preparation: Completion of or concurrent enrollment in the following:

- (1) Student performers: Theatre & 113 or Theatre ~~14A~~ 114 or
- (2) Student directors: Theatre ~~40A~~ 240

This course is a theatre workshop in which students participate in a production under faculty supervision as directors or performers. Students will demonstrate their theatrical skills and be ranked on their acting and/or directorial abilities in a live theatrical performance through participation in the Kennedy Center American College Theater Festival (KCACTF) competition.

#### Inactivate Courses

1. Dance 150 – Body Conditioning for Dance Techniques
2. Dance 166 – Flamenco Dance
3. Music 103 – Introduction to Music Theory
4. Music 208A – Counterpoint I
5. Music 208B – Counterpoint II



6. Music 223 – The Singer as Actor
7. Music 560 – Woodwind Ensembles for the Older Adult
8. Music 561 – Brass Ensembles for the Older Adult
9. Music 562 – Percussion Ensembles for the Older Adult
10. Music 563 – String Ensembles for the Older Adult
11. Music 576 – Clarinet Choir for the Older Adult

## New Courses

1. Art 233 – Graphic Design II  
 Units: 3.0    Lecture: 2.0    Lab Hours: 4.0    Faculty Load: 33.33%  
 Prerequisite: Art 133 with a minimum grade of C  
 Grading Method: Letter  
 Credit Status: Associate Degree Credit  
 CSU Transfer  
 Proposed UC Transfer

This course continues the study of the concepts and processes of graphic design. Problem-solving skills and the creative design process are emphasized through digital imaging, typography, identity design and page layout. Students will explore various problem-solving strategies using raster, vector graphics, and page layout software, as well as with traditional art and design media.

2. Dance 171B – Beginning Choreography B  
 Units: 2.0    Lecture: 1.0    Lab Hours: 3.0    Faculty Load: 21.66%  
 Prerequisite: Dance 171A with a minimum grade of C  
 Grading Method: Letter  
 Credit Status: Associate Degree Credit  
 CSU Transfer  
 Proposed UC Transfer

This course is a continuation of Choreography 171A with exploration of movement extended to small group choreography. Emphasis is on the development from solo and duet work to trio and quartets. Attendance at selected dance events is required.

3. Dance 220B – Ballet Technique II  
 Units: 2.0    Lecture: 1.0    Lab Hours: 3.0    Faculty Load: 21.66%  
 Prerequisite: Dance 220A with a minimum grade of C  
 Grading Method: Letter grade or pass/no pass option  
 Credit Status: Associate Degree Credit  
 CSU Transfer  
 Proposed UC Transfer

This course is the second of two levels of ballet offered and is applicable to the dance major. Barre and center work will expand upon skills learned in Ballet I and continued in Ballet II (Dance 220A). Emphasis will be on complexity in allegro and adagio combinations. Students will perform variations from the classical repertoire. Attendance is required at selected dance events.

4. Dance 271B – Intermediate Choreography B  
Units: 2.0    Lecture: 1.0    Lab Hours: 3.0    Faculty Load: 21.66%  
Prerequisite: Dance 271A with a minimum grade of C  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer  
Proposed UC Transfer

In this course, students will further develop choreographic concepts and skills learned in Dance 271A. Methods for expanding concepts from small groups to larger group compositions will be explored while using solo and duet composition within large ensembles. This is an advanced level of choreographic development that incorporates and synthesizes all beginning and intermediate skill levels learned. Attendance at selected dance events is required.

5. Music 147B – Beginning Guitar II  
Prerequisite: Music 147A or equivalent  
Units: 2.0    Lecture: 2.0    Lab Hours: 1.0    Faculty Load: 18.33%  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer

This course is a continuation of Beginning Guitar I. Course content includes extended chord vocabulary, continuation of music notation reading, and study of popular music repertoire.

#### Change in Catalog Program Description

1. Art A.A. Degree  
*Current Status/Proposed Changes*  
~~The degree or certificates provide~~ The art program provides students with a comprehensive foundation in the history, theory, and practice of art. Each student acquires observational, compositional, technical, interpretative, and expressive competency through participation in an extensive range of studio art courses. Exposure to a culturally diverse art history curriculum prepares each student to

analyze, assess, and discuss works of art from a variety of historical and style periods. Proficiencies are demonstrated through class projects, critiques, research papers, essays, and objective tests. Program assessment is measured by portfolios, juried and public exhibitions, program completion, transferability, and periodic program reviews. Students ~~qualify to~~ will be prepared to transfer and major in arts, and pursue a variety of art-related careers. and advanced degree options.

2. Music A.A. Degree

*Current Status/Proposed Changes*

~~In the music program, students gain theoretical and practical knowledge of the music and/or entertainment industries.~~ The program provides students with a comprehensive foundation in music theory, history, and performance. This is achieved through a structured program of training in a variety of solo performance media, ensembles, music theory, keyboard skills, music history, and music technology. The music program prepares students for entry-level positions in transfer and further study of music education, music business, audio for film/video production, songwriting, and music production. Students will demonstrate proficiency ~~throughout the program~~ by analyzing, writing, interpreting, and performing pieces of music, and by demonstrating skills utilizing professional music software. Program assessment is measured by juried and public performances, program completion, transferability, student learning outcomes, and periodic program review.

Change in Major; Course Requirements, Units

1. Art History A.A. Degree Option

*Current Status/Proposed Changes*

**Major Requirements**

**Units**

ART 110	Drawing Fundamentals I	3
ART 130	Two-Dimensional Design I	3
ART 160	Three-Dimensional Design	3
15 units from:		
ART 102A	History Western of Art - Prehistoric to Gothic	3
ART 102B	History of Western Art - Proto-Renaissance to 19th Century	3
ART 102C	History of Western Art - 19th Century to Contemporary Times	3
ART 106	Cross-Cultural Art	3
<u>ART 109</u>	<u>Contemporary Art in World Cultures</u>	<u>3</u>
ART 194	Gallery Management and Artist Career Issues	4
ART 205A	History of Asian Art - India and Southeast Asia	3

ART 205B	History of Asian Art - China, Korea, and Japan	3
ART 207	Art History of Mexico and Central and South America	3
ART 208	History of American Art	3
ART 209	History of African Art	3

two to three units from:

ART 129	Fundamentals of Color	3
ART 131	Lettering and Typography I	3
ART 132	Advertising Design I	3
<u>ART 133</u>	<u>Graphic Design</u>	<u>3</u>
ART 141	Digital Art	3
ART 142	Digital Photography	3
ART 143	Digital Design and Publishing	3
ART 144	Three-Dimensional Computer Animation	3
ART 145	Multimedia Design	3
ART 146	Designing for the World Wide Web	3
ART 147	Motion Graphics	3
ART 152	Rendering	3
ART 153	Illustration I	3
ART 161	Beginning Ceramics	3
ART 173	Introduction to Jewelry and Metalsmithing	3
ART 181	Beginning Sculpture	3
ART 187	Printmaking I –Etching, Relief, and Lithography	3
ART 210	Drawing Fundamentals II	3
ART 217	Life Drawing I	3
ART 218	Life Drawing II	3
ART 219	Watercolor Painting I	3
ART 220	Watercolor Painting II	3
ART-222	Fundamentals of Painting I	3
ART 223	Fundamentals of Painting II	3
ART 230	Two-Dimensional Design II	3
ART 231	Lettering and Typography II	3
ART 232	Advertising Design II	3
<u>ART 233</u>	<u>Graphic Design II</u>	<u>3</u>
ART 253	Illustration II	3
ART 262	Intermediate Ceramics	3
ART 263	Advanced Ceramics	3
ART 274	Jewelry Fabrication	3
ART 275	Jewelry Casting	3
ART 282	Life Sculpture	3
ART 283	Bronze Casting	3
ART 288	Printmaking II – Etching, Relief, and Lithography	3
ART 289	Silkscreen/Lithography	3

ART 151ab	The Art of Photography Digital Laboratory	1
PHOT 51- 101	Elementary Photography	2

**Total Units: ~~26-28~~ 26-27**

Note: Most transfer colleges will also require a foreign language for a B.A. degree in Art History.

2. Dance A.A. Degree

*Current Status/Proposed Changes*

**Major Requirements** **Units**

Theory: 10 units

DANC 103	History of Dance in the 20th Century	3
DANC 105	Music for Dance	2
DANC 170	Improvisation	2
DANC 171	Choreography I	2
DANC 250	Pilates Mat Class	3

Technique:

DANC 120A	Ballet I	2
DANC 130A	Modern Dance I	2

Choreography: 4 units

DANC 271A	Intermediate Choreography A	2
DANC 271B	Intermediate Choreography B	2

Ballet Technique: 6 units

DANC 220A	Ballet Technique II	2
DANC 220B	Ballet Technique II	2
DANC 221	Ballet Variations	2

Modern Dance Technique: 4 units

DANC 230A	Modern Dance Technique II	2
DANC 230B	Modern Dance Technique II	2

8 units from:

DANC 140	Jazz Dance I	2
DANC 240	Jazz Dance II	2
DANC 262	Commercial Dance	2
DANC 162	Hip Hop Dance	2
DANC 220A	Ballet II	2
DANC 221	Ballet Variations	2
DANC 230A	Modern Dance II	2

DANC 271 ————— Choreography II ————— 2

~~4 units from:~~ Performance: 4 units

DANC 183abcd	Dance Workshop Ensemble	1
DANC 287abcd	Concert Dance Ensemble	1
DANC 289abcd	Advanced Dance Theatre	1

No more than 3 units of Dance 183abcd may be counted for the major.

~~3 units from:~~ Electives: 2 units

<u>DANC 110</u>	<u>Beginning Dance</u>	<u>2</u>
<u>DANC 140</u>	<u>Jazz Dance I</u>	<u>2</u>
DANC 161	Tap Dance I - Beginning	1
<u>DANC 162</u>	<u>Hip Hop Dance</u>	<u>2</u>
DANC 164	World Dance	1
DANC 165	African Dance	1
<del>DANC 166</del>	<del>Flamenco Dance</del>	<del>1</del>
DANC 167	Social and Ballroom Dance	1
DANC 168	Latin Social Dance	2
<u>DANC 240</u>	<u>Jazz Dance II</u>	<u>2</u>
<del>DANC 250</del>	<del>Pilates Mat Class</del>	<del>2</del>
DANC 261	Tap Dance II - Intermediate	2
<u>DANC 262</u>	<u>Commercial Dance</u>	<u>2</u>
DANC 265	Intermediate African Dance	2
DANC 268	Intermediate Latin Social Dance	2

**Total Units: ~~28~~ 30**

It is essential that the transfer student see a counselor for appropriate curriculum.

\*Some colleges and universities may not accept jazz courses toward the major.

\*\*Students are advised that at least one semester of Dance 287abcd is required for transfer students.

3. Music A.A. Degree

*Current Status/Proposed Changes*

***Major Requirements*** ***Units***

~~8 units from Music Theory:~~ Required Core: 20 units

MUSI 103A	Theory and Musicianship I	4
MUSI 103B	Theory and Musicianship II	4
<del>MUSI 203</del>	<del></del>	<del>4</del>

~~6 units from History:~~

MUSI 215A	Music History/Literature	3
MUSI 215B	Music History/Literature	3

MUSI 190abcd	Applied Music/Private Lessons	1
MUSI 131A	Beginning Piano I	2
<u>(four semesters of MUSI 190abcd is required)</u>		

Each music student is required to choose an area to fulfill 30 units of the degree.

2 units from Voice: Vocal: select 10 units

<u>MUSI 102A</u>	<u>Beginning Sightsinging</u>	<u>2</u>
MUSI 120	Voice Class I	2
MUSI 220	Voice Class II	2
<u>select 4 units from:</u>		
<u>MUSI 102B</u>	<u>Advanced Sightsinging</u>	<u>2</u>
<u>MUSI 221</u>	<u>Introduction to Lyric Diction for Singers</u>	<u>2</u>
MUSI 222	Opera Workshop	2
MUSI 223	The Singer as Actor	2

4 units from:

<del>MUSI 190abcd</del>	<del>Applied Music/Private Lessons</del>	<del>1</del>
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Performance minimum of six units:

<del>MUSI 152abcd</del>	<del>Concert Choir</del>	<del>1.5</del>
<del>MUSI 253abcd</del>	<del>Chorale</del>	<del>2</del>
<del>MUSI 257 abcd</del>	<del>Women's Chorus</del>	<del>1.5</del>
<del>MUSI 265 abcd</del>	<del>Symphonic Band</del>	<del>1.5</del>
<del>MUSI 266 abcd</del>	<del>Big Band Jazz</del>	<del>1.5</del>
<del>MUSI 267 abcd</del>	<del>Jazz Band</del>	<del>1.5</del>
<del>MUSI 268 abcd</del>	<del>Symphony Orchestra</del>	<del>1.5</del>

4 units from: Keyboard: select 10 units

<del>MUSI 131A</del>	<del>Beginning Piano I</del>	<del>2</del>
MUSI 131B	Beginning Piano II	2
<u>MUSI 203</u>	<u>Theory and Musicianship III</u>	<u>4</u>
MUSI 231A	Intermediate Piano I	2
MUSI 231B	Intermediate Piano II	2
MUSI 232	Advanced Piano	2

Instrumental Music: select 10 units

<u>MUSI 203</u>	<u>Theory and Musicianship III</u>	<u>4</u>
<u>MUSI 260abcd</u>	<u>Woodwind Ensembles</u>	<u>1</u>
<u>MUSI 261abcd</u>	<u>Brass Ensembles</u>	<u>1</u>
<u>MUSI 262abcd</u>	<u>Percussion Ensembles</u>	<u>1</u>
<u>MUSI 263abcd</u>	<u>Clarinet Choir</u>	<u>1</u>

select 2 units from:

<u>MUSI 143</u>	<u>Beginning Woodwind Instruments</u>	<u>2</u>
<u>MUSI 144</u>	<u>Beginning Brass Instruments</u>	<u>2</u>
<u>MUSI 145</u>	<u>Beginning Percussion Instruments</u>	<u>2</u>
<u>MUSI 146</u>	<u>Beginning String Instruments</u>	<u>2</u>
<u>MUSI 147A</u>	<u>Beginning Guitar</u>	<u>2</u>
<u>MUSI 147B</u>	<u>Beginning Guitar II</u>	<u>2</u>
<u>MUSI 247</u>	<u>Intermediate Guitar</u>	<u>2</u>
<u>MUSI 102A</u>	<u>Beginning Sightsinging</u>	<u>2</u>
or		
<u>MUSI 102B</u>	<u>Advanced Sightsinging</u>	<u>2</u>

(one semester each of MUSI 260abcd, MUSI 261abcd, MUSI 262abcd, and MUSI 263abcd may be counted for credit toward the major)

Commercial Music: select 10 units

<u>MUSI 105</u>	<u>Commercial/Jazz Theory Musicianship</u>	<u>3</u>
<u>MUSI 130</u>	<u>Beginning Jazz Improvisation</u>	<u>2</u>
<u>select 2 units from:</u>		
<u>MUSI 147A</u>	<u>Beginning Guitar</u>	<u>2</u>
<u>MUSI 147B</u>	<u>Beginning Guitar II</u>	<u>2</u>
<u>MUSI 247</u>	<u>Intermediate Guitar</u>	<u>2</u>
<u>select 3 units from:</u>		
<u>MUSI 113</u>	<u>Survey of Jazz</u>	<u>3</u>
<u>MUSI 116</u>	<u>History of Rock Music</u>	<u>3</u>
<u>MUSI 117</u>	<u>Music of the Beatles</u>	<u>3</u>

General Music: select 10 units

4 units from:

<u>MUSI 120</u>	<u>Voice Class I</u>	<u>2</u>
<u>MUSI 147A</u>	<u>Beginning Guitar</u>	<u>2</u>
<u>MUSI 147B</u>	<u>Beginning Guitar II</u>	<u>2</u>

select 6 units from:

<u>MUSI 102A</u>	<u>Beginning Sightsinging</u>	<u>2</u>
or		
<u>MUSI 102B</u>	<u>Advanced Sightsinging</u>	<u>2</u>
<u>MUSI 112</u>	<u>Music Cultures of World</u>	<u>3</u>
<u>MUSI 116</u>	<u>History of Rock Music</u>	<u>3</u>
<u>MUSI 117</u>	<u>Music of the Beatles</u>	<u>3</u>
<u>MUSI 203</u>	<u>Theory and Musicianship III</u>	<u>4</u>

**Total Units: 30**

4. Studio Art A.A. Degree Option



*Current Status/Proposed Changes*

**Major Requirements**

**Units**

ART 110	Drawing Fundamentals I	3
ART 130	Two-Dimensional Design I	3
ART 160	Three-Dimensional Design	3

6 units from:

ART 102A	History Western of Art - Prehistoric to Gothic	3
ART 102B	History of Western Art - Proto-Renaissance to 19th Century	3
ART 102C	History of Western Art - 19th Century to Contemporary Times	3
ART 106	Cross-Cultural Art	3
<u>ART 109</u>	<u>Contemporary Art in World Cultures</u>	<u>3</u>
ART 205A	History of Asian Art - India and Southeast Asia	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
ART 207	Art History of Mexico and Central and South America	3
ART 208	History of American Art	3
ART 209	History of African Art	3

12 units from:

ART 129	Fundamentals of Color	3
ART 131	Lettering and Typography I	3
ART 132	Advertising Design I	3
<u>ART 133</u>	<u>Graphic Design</u>	<u>3</u>
ART 141	Digital Art	3
ART 142	Digital Photography	3
ART 143	Digital Design and Publishing	3
ART 144	Three-Dimensional Computer Animation	3
ART 145	Multimedia Design	3
ART 146	Designing for the World Wide Web	3
ART 147	Motion Graphics	3
<del>ART 151ab</del>	<del>The Art of Photography Digital Laboratory</del>	<del>1</del>
ART 152	Rendering	3
ART 153	Illustration I	3
ART 161	Beginning Ceramics	3
ART 173	Introduction to Jewelry and Metalsmithing	3
ART 181	Beginning Sculpture	3
ART 187	Printmaking I –Etching, Relief, and Lithography	3
ART 194	Gallery Management and Artist Career Issues	4
ART 210	Drawing Fundamentals II	3
ART 217	Life Drawing I	3
ART 218	Life Drawing II	3

ART 219	Watercolor Painting I	3
ART 220	Watercolor Painting II	3
ART222	Fundamentals of Painting I	3
ART 223	Fundamentals of Painting II	3
ART 224	Life Painting I	3
ART 225	Life Painting II	3
ART 230	Two-Dimensional Design II	3
ART 231	Lettering and Typography II	3
ART 232	Advertising Design II	3
<u>ART 233</u>	<u>Graphic Design II</u>	<u>3</u>
ART 253	Illustration II	3
ART 262	Intermediate Ceramics	3
ART 263	Advanced Ceramics	3
ART 274	Jewelry Fabrication	3
ART 275	Jewelry Casting	3
ART 282	Life Sculpture	3
ART 283	Bronze Casting	3
ART 288	Printmaking II – Etching, Relief, and Lithography	3
ART 289	Silkscreen/Lithography	3
PHOT 54-101	Elementary Photography	2

**Total Units: 27**

*Change in Certificate of Achievement; Course Requirements, Units*

1. Gallery Management Certificate of Achievement

*Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of the courses listed below. At least 50% of the units for the certificate must be completed at El Camino College.

<i>Certificate Requirements</i>		<i>Units</i>
ART 129	Fundamentals of Color	3
ART 130	Two-Dimensional Design I	3
ART 141	Digital Art	3
ART 160	Three-Dimensional Design	3
<u>ART 194</u>	<u>Galley Management and Artist Career Issue</u>	<u>4</u>
<del>two semesters of:</del>		
<del>ART 194</del>	<del>Gallery Management and Artist Career Issues</del>	<del>4</del>
6 units from:		
ART 101	Art and Visual Culture in Modern Life	3

ART 102A	History Western of Art - Prehistoric to Gothic	3
ART 102B	History of Western Art - Proto-Renaissance to 19th Century	3
ART 102C	History of Western Art - 19th Century to Contemporary Times	3
ART 106	Cross-Cultural Art	3
ART 205A	History of Asian Art - India and Southeast Asia	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
ART 207	Art History of Mexico and Central and South America	3
ART 208	History of American Art	3
ART 209	History of African Art	3

**Total Units: ~~26~~ 22**

*Change in Certificate of Achievement; Title, Course Requirements, Units*

1. *Current Status/Proposed Changes*

~~Digital Arts: Graphic Design~~ Visual Communications

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 12 units required for the Certificate of Achievement must be completed at El Camino College.

<i>Certificate Requirements</i>		<i>Units</i>
<del>ART 110</del>	<del>Drawing Fundamentals I</del>	<del>3</del>
<del>ART 130</del>	<del>Two-Dimensional Design I</del>	<del>3</del>
<del>ART 131</del>	<del>Lettering and Typography I</del>	<del>3</del>
<del>ART 132</del>	<del>Advertising Design I</del>	<del>3</del>
<u>ART 133</u>	<u>Graphic Design</u>	<u>3</u>
<del>ART 141</del>	<del>Digital Art</del>	<del>3</del>
<del>ART 142</del>	<del>Digital Photography</del>	<del>3</del>
<del>ART 143</del>	<del>Digital Design and Publishing</del>	<del>3</del>
<del>ART 146</del>	<del>Designing for the World Wide Web</del>	<del>3</del>
<del>ART 195</del>	<del>Portfolio and Career Planning for Artists and Designers</del>	<del>2</del>
<del>ART 232</del>	<del>Advertising Design II</del>	<del>3</del>
<del>one course from:</del>		
<del>ART 150</del>	<del>The Art of Photography</del>	<del>3</del>
<del>PHOT 51</del>	<del>Elementary Photography</del>	<del>2</del>
<del>two units from:</del>		
<del>ART 96abcd</del>	<del>Cooperative Work Experience Education</del>	<del>2-4</del>
<del>ART 99abc</del>	<del>Independent Study</del>	<del>1-3</del>

one course from:

<u>ART 129</u>	<u>Fundamentals of Color</u>	<u>3</u>
<u>ART 187</u>	<u>Beginning Printmaking</u>	<u>3</u>

3 units from:

<u>ART 143</u>	<u>Digital Design and Publishing</u>	<u>3</u>
<u>ART 145</u>	<u>Multimedia Design</u>	<u>3</u>
<u>ART 231</u>	<u>Lettering and Typography II</u>	<u>3</u>
<u>ART 232</u>	<u>Advertising Design II</u>	<u>3</u>
<u>ART 233</u>	<u>Graphic Design II</u>	<u>3</u>

3 units from:

<u>BUS 12</u>	<u>Advertising</u>	<u>3</u>
<u>BUS 14</u>	<u>Marketing</u>	<u>3</u>
<u>BUS 24</u>	<u>Introduction to Small Business Entrepreneurship</u>	<u>3</u>
<u>CIS 30</u>	<u>Introduction to Electronic Commerce</u>	<u>3</u>
<u>CIS 133</u>	<u>Mashup JavaScript, jQuery and AJAX</u>	<u>4</u>
<u>CIS 136</u>	<u>Building Mobile Apps</u>	<u>3</u>
<u>COMS 1</u>	<u>Public Speaking</u>	<u>3</u>

2 - 3 units from:

<u>ART 129</u>	<u>Fundamentals of Color</u>	<u>3</u>
<u>ART 142</u>	<u>Digital Photography</u>	<u>3</u>
<u>ART 147</u>	<u>Motion Graphics</u>	<u>3</u>
<u>ART 153</u>	<u>Illustration I</u>	<u>3</u>
<u>JOUR 6</u>	<u>Basic Photojournalism</u>	<u>2</u>
<u>or</u>		
<u>PHOT 106</u>	<u>Basic Photojournalism</u>	<u>2</u>

6 - 7 units from capstone courses:

<u>ART 96abcd</u>	<u>Cooperative Work Experience Education</u>	<u>2-4</u>
<u>ART 99abc</u>	<u>Independent Study</u>	<u>1-3</u>
<u>ART 195</u>	<u>Portfolio and Career Planning for Artists and Designers</u>	<u>2</u>

Note: Students may select one 3 unit course from the above lists of electives to complete required capstone units.

**Total Units: ~~36-37~~ 32-36**

Recommended Preparation: Art 110 Drawing Fundamentals I

## HEALTH SCIENCES AND ATHLETICS

### Change in Course Number

1. Educational Development ~~8ab~~ 8 – Basic Mathematics Preparation for Deaf and Hard-of-Hearing Students
2. Educational Development ~~9ab~~ 9 – Advanced Mathematics Preparation for Deaf and Hard-of-Hearing Students
3. Educational Development ~~10abcd~~ 10 – English Grammar for Deaf and Hard-of-Hearing Students
4. Educational Development ~~11abcd~~ 11 – Writing and Reading for Deaf and Hard of Hearing Students
5. Educational Development ~~31abcd~~ 31 – Increased Learning Performance
6. Educational Development ~~32ab~~ 32 – Psychology of Affective Learning
7. Educational Development ~~33ab~~ 33 – Specific Learning Strategies
8. Educational Development ~~35ab~~ 35 – Reading Skills for Students with Learning Differences
9. Educational Development ~~36ab~~ 36 – Writing Skills for Students with Learning Differences
10. Educational Development ~~21~~ 121 – Career Preparation
11. Educational Development ~~22~~ 122 – Personal Assessment
12. Educational Development ~~40~~ 140 – Assisted Computer Literacy
13. Physical Education PE ~~400abcd~~ 400 – Adapted Fitness
14. Physical Education PE ~~401abcd~~ 401 – Adapted Strength Training
15. Physical Education PE ~~402abcd~~ 402 – Adapted Swimming and Hydroexercise
16. Physical Education PE ~~404abcd~~ 404 – Adapted Cardiovascular Fitness
17. Physical Education PE ~~407abcd~~ 407 – Adapted Bowling
18. Physical Education PE ~~409abcd~~ 409 – Adapted Yoga
19. Sign Language/Interpreter Training ~~214~~ 120 – Fingerspelling and Numerical Concepts
20. Sign Language/Interpreter Training ~~202~~ 130 – Deaf Culture
21. Sign Language/Interpreter Training ~~201~~ 131 – Perspective on Deafness

### Course Review; Change in Transfer Status

1. Medical Terminology 1 – Medical Terminology  
*Current Status/Proposed Changes*  
~~No Transfer~~ CSU Transfer CSU

### Course Review; Change in Descriptive Title

*Current Status/Proposed Changes*

1. Physical Education 21abc – Off-Season Training for ~~Women's~~ Intercollegiate Cross

Country ~~Team~~ Teams

2. Physical Education 58abc – Off-Season Training for ~~Men's~~-Intercollegiate Swimming ~~Team~~ Teams
3. Physical Education 76abc – Off-Season Training for ~~Men's~~-Intercollegiate Track and Field ~~Team~~ Teams

Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Physical Education 25abc – Men's Intercollegiate Cross Country Team  
*Current Status/Proposed Changes*  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
Recommended Preparation: high school varsity experience or equivalent skill
2. Physical Education 70abc – Men's Intercollegiate Soccer Team  
*Current Status/Proposed Changes*  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
Recommended Preparation: high school varsity experience or equivalent skill
3. Physical Education 85abc – Men's Intercollegiate Water Polo Team  
*Current Status/Proposed Changes*  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
Recommended Preparation: high school varsity experience or equivalent skill
4. Physical Education 110abc – Women's Intercollegiate Volleyball Team  
*Current Status/Proposed Changes*  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
Recommended Preparation: high school varsity experience or equivalent skill
5. Radiologic Technology 217 – Clinical Experience 4  
*Current Status/Proposed Changes*  
Prerequisite: Radiologic Technology ~~108~~ 104 and Radiologic Technology 109 with a minimum grade of C  
Corequisite: ~~enrollment in~~ Radiologic Technology 233 and Radiologic Technology 244
6. Radiologic Technology 328 – Clinical Experience 7  
*Current Status/Proposed Changes*  
Prerequisite: Radiologic Technology ~~219~~ 220 with a minimum grade of C

Course Review; Changes in Descriptive Title, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. Physical Education 20abc – ~~Women's~~ Intercollegiate Cross Country ~~Team~~ Teams  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
~~Intercollegiate Athletics~~

Recommended Preparation: high school varsity experience or equivalent skill

*Current Status/Proposed Changes*

2. Physical Education 57abc – ~~Men's~~ Intercollegiate Swimming ~~Team~~ Teams  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
~~Intercollegiate Athletics~~

Recommended Preparation: high school varsity experience or equivalent skill

*Current Status/Proposed Changes*

3. Physical Education 75abc – ~~Men's~~ Intercollegiate Track and Field ~~Team~~ Teams  
~~Enrollment Limitation: tryout (high school varsity experience or equivalent skill)~~  
~~Intercollegiate Athletics~~

Recommended Preparation: high school varsity experience or equivalent skill

Course Review; Changes in Course Number, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. Sign Language/Interpreter Training ~~20~~ 240 – Interpreting Practicum  
Prerequisite: Sign Language/Interpreter Training ~~18B~~ 220 and Sign Language/Interpreter Training 221 with a minimum grade of C in prerequisite

Course Review; Changes in Course Number, Descriptive Title, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. Educational Development ~~41~~ ~~41~~ – ~~Assisted~~ Assistive Computer Technology Laboratory

Recommended Preparation: Basic computer literacy skills and ability to type 5 words per minute

This computer laboratory course is designed to enhance computer skills of students with disabilities. Students will select disability specific programs and/or assistive technology suited to their particular needs. ~~They will~~ , and will improve their skills and competencies in personal computer usage.

### *Inactivate Courses*

1. *Physical Education 25abc – Men's Intercollegiate Cross Country Team*
2. *Physical Education 26abc – Off-Season Training for Men's Intercollegiate Cross Country Team*
3. *Physical Education 125abc – Women's Intercollegiate Swimming Team*
4. *Physical Education 126abc – Off-Season Training for Women's Intercollegiate Swimming Team*
5. *Physical Education 130abc – Women's Intercollegiate Track and Field Team*
6. *Physical Education 131abc – Off-Season Training for Women's Intercollegiate Track and Field Team*

## **HUMANITIES**

### Course Review

1. Chinese 22 – Intermediate Conversational Chinese
2. Journalism 8 – Advanced Reporting and News Editing
3. Spanish 3 – Intermediate Spanish I
4. Spanish 4 – Intermediate Spanish II
5. Spanish 5 – Advanced Spanish I
6. Spanish 6 – Advanced Spanish II

### Course Review; Change in Catalog Description

1. English as a Second Language 03C – Reading and Writing Level III

*Current Status/Proposed Changes*

This ~~Level III~~ intermediate reading and writing course is designed to improve reading comprehension, increase vocabulary, and improve critical thinking and writing skills. Students will write paragraphs using chronological order, emphatic order, and spatial order.

### Course Review; General Education Requirement



1. French 2 – Elementary French II  
*Current Status/Proposed Changes*  
Proposed IGETC – Area 3B
2. French 3 – Intermediate French I  
*Current Status/Proposed Changes*  
Proposed IGETC – Area 3B
3. French 4 – Intermediate French II  
*Current Status/Proposed Changes*  
Proposed IGETC – Area 3B

Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. English 35 – World Literature: 3500 BCE to 1650 CE  
*Current Status/Proposed Changes*  
~~Recommended Preparation: eligibility for English 1A~~  
Prerequisite: eligibility for English 1A
2. English 36 – World Literature: 1650 CE to Present  
*Current Status/Proposed Changes*  
~~Recommended Preparation: eligibility for English 1A~~  
Prerequisite: eligibility for English 1A

Course Review; Changes in Descriptive Title, Catalog Description

*Current Status/Proposed Changes*

1. English as a Second Language 03A – Reading ~~and~~ Writing Level I  
This beginning Level I reading and writing course is designed to ~~improve~~ develop basic reading comprehension skills, ~~increase~~ expand vocabulary, and ~~improve critical thinking and~~ develop basic writing skills. Students will ~~write~~ move from sentence-level writing to short descriptive and chronologically-ordered paragraphs.

*Current Status/Proposed Changes*

2. English as a Second Language 03B – Reading ~~and~~ Writing Level II  
*This Level II reading and writing course is designed to improve reading comprehension, increase vocabulary, and improve critical thinking and writing skills. Students will write descriptive, ~~instructional~~, biographical, narrative, and subjective paragraphs.*

Course Review; Changes in Catalog Description, Conditions of Enrollment  
(Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. English 1A – Reading and Composition

*Current Status/Proposed Changes*

Prerequisite: credit in English A ~~or English AX with a minimum grade of C~~ and credit in English 84 ~~or credit in English 7~~ or English as a Second Language 53C with a minimum grade of C and English as a Second Language 52B with a minimum grade of C or qualification by testing (English or ESL Placement Test) and assessment

This course is designed to strengthen the students' ability to read with understanding and discernment, to discuss assigned readings intelligently, and to write clearly. Emphasis will be placed on ~~writing essays~~ the ability to write an essay in which each paragraph relates to a controlling idea, has an introduction and conclusion, and contains primary and secondary support. College-level reading material will be assigned to provide the stimulus for class discussion and writing assignments, including a required research paper.

2. English 40A – American Literature

*Current Status/Proposed Changes*

~~Recommended Preparation: eligibility for English 1A~~

Prerequisite: eligibility for English 1A

This course surveys American literature from its beginnings through the Civil War. Coverage, which recognizes the contribution of women and of ethnic and other minorities to the national literature, includes the ~~Narratives~~ narratives of ~~Native Peoples~~ native peoples, the ~~Literature~~ literature of ~~Discovery~~ discovery and ~~Exploration~~ exploration, the ~~Literature~~ literature of European ~~Settlement~~ settlement, the ~~Literature~~ literature of Pre-Revolutionary America, the ~~Literature~~ literature of an ~~Emerging Nation~~ emergency nation, and the ~~Literature~~ literature of ~~Pre-Civil~~ pre-Civil War America.

Course Review; Changes in Descriptive Title, Catalog Description , Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. English 40B – American Literature II

~~Recommended Preparation: eligibility for English 1A~~

Prerequisite: eligibility for English 1A

This course surveys American literature from the post-Civil War period to the present, including the ~~Literature of an Expanding Nation~~ expanding nation, the literature of ~~Modernism~~ modernism, the literature of post-World War II America, and contemporary American literature. The course recognizes the contribution of women and minority writers to the national literature.

#### Inactivate Courses

1. Academic Strategies 31 – Study Techniques
2. Academic Strategies 40 – Mathematics Anxiety Workshop
3. *English 50RR – Developmental Reading: Skills to Analysis\*
4. *English 50WW – Developmental Writing: Paragraph to Essay*
5. *Journalism 2 – Public Relations Methods*

### **INDUSTRY AND TECHNOLOGY**

#### Course Review

1. Automotive Technology 14 – Brakes
2. Automotive Technology 16 – Suspension and Four Wheel Alignment

#### Course Review; Change in Contact Hours

1. Architecture 150A – Architectural Drafting I  
*Current Status/Proposed Changes*  
3 units; 2 hours lecture, 4 hours lab ~~per week to be arranged~~
2. Architecture 150B – Architectural Drafting II  
*Current Status/Proposed Changes*  
3 units; 2 hours lecture, 4 hours lab ~~per week to be arranged~~
3. Architecture 170 – Architectural Graphics Techniques  
*Current Status/Proposed Changes*  
3 units; 2 hours lecture, 4 hours lab ~~per week to be arranged~~
4. Architecture 171 – Architectural Three-Dimensional Illustration

*Current Status/Proposed Changes*

3 units; 2 hours lecture, 4 hours lab ~~per week to be arranged~~

5. Architecture 172 – Architectural Color Rendering Techniques

*Current Status/Proposed Changes*

3 units; 2 hours lecture, 4 hours lab ~~per week to be arranged~~

Course Review; Change in Catalog Description

1. Air Conditioning and Refrigeration 5 – Electrical Applications

*Current Status/Proposed Changes*

This course focuses on basic electrical theory and training in installing, servicing, troubleshooting, and operating electrical control systems for air conditioning and refrigeration technology with the use of electrical diagrams. Single phase and three phase electrical power for air conditioning and refrigeration systems are covered in classroom discussions and laboratory assignments.

2. Air Conditioning and Refrigeration 20 – Solar Energy Applications-Photovoltaics and Solar Thermal

*Current Status/Proposed Changes*

This is an introductory course in solar thermal and Photovoltaics (PVs). Topics ~~covered~~ include solar components, passive solar systems, active solar systems, solar hot water and solar electricity. Students will learn solar history, how solar panels work, changing Direct Current (DC) voltage to Alternating Current (AC) voltage, applications of the National Electric Codes (NEC) and best solar placement locations and energy savings.

3. *Electronics and Computer Hardware Technology 110 – Introduction to Direct and Alternating Current Circuits*

*Current Status/Proposed Changes*

This course examines advanced topics in the foundational principles of direct and alternating current electricity through the correlation of theory ~~with~~ and laboratory experiments. Basic circuit analysis forms the core of the course. Included in this class are the use of calculators; computer circuit simulation and many types of electrical/electronic test equipment to ~~make perform~~ electrical measurements; and yield analysis.

4. Fire and Emergency Technology 60F – Special HAZMAT Mitigation Techniques

*Current Status/Proposed Changes*

This course provides an overview of equipment and methods used to mitigate a hazardous materials emergency. The student will be exposed to various types of monitoring equipment, chemical protective clothing, incident operations, railroad and

highway tank car, and field scenarios. Students successfully completing this course will receive ~~California State Fire Marshal Hazardous Materials Technician 1F certification.~~ a course completion certificate from the California Specialized Training Institute.

Note: Pass/no pass only.

5. Fire and Emergency Technology 60G – HAZMAT Field Operations

*Current Status/Proposed Changes*

This course emphasizes mitigation techniques of hazardous materials emergencies in field settings. The student will participate as a member of a hazardous materials response team and will don chemical protective clothing and enter simulated hazardous environments. The majority of the course is devoted to hands-on training with tools and equipment used in hazardous materials abatement procedures. Students successfully completing this course will receive ~~California State Fire Marshal Hazardous Materials Technician 1G certification.~~ a course completion certificate from the California Specialized Training Institute.

Note: Pass/no pass only.

Course Review; Changes in Descriptive Title, Catalog Description

*Current Status/Proposed Changes*

1. Air Conditioning and Refrigeration 34 – HVAC Customer Service and Environmental Protection Agency (EPA) Certification Training

This is a course in heating, ventilation and air conditioning (HVAC) customer service and EPA Section 608 Certification. Topics covered include communication skills, problem solving ~~and quality service attitude,~~ interview skills, refrigerant recovery and recycling, laws and regulations. Students will learn vital workplace skills through designed exercises as well as how employers evaluate these skills ~~in their employees.~~ Students will prepare for universal certification.

Course Review; Changes in Grading Method, Catalog Description

1. Fire and Emergency Technology 60B – Hazardous Materials, Applied Chemistry

*Current Status/Proposed Changes*

Grading Method: Letter ~~grade or pass/no pass option~~

This course emphasizes the identification of hazardous materials for first responders and prevention officers. The course includes basic chemistry terminology, transportation regulations, toxicology of hazardous materials, detection and monitoring equipment, and risk assessment. Students successfully completing this

course ~~receive Hazardous Materials Technician 1B certification~~ will receive a course completion certificate from the California Specialized Training Institute.

2. Fire and Emergency Technology 60C – Hazardous Materials, Incident Organization  
*Current Status/Proposed Changes*

Grading Method: Letter ~~grade or pass/no pass option~~

This course emphasizes command concepts associated with hazardous materials response activities for first responders and prevention officers. Topics include methods of accessing information about hazardous materials, meteorological considerations influencing response activities, protective action consideration, respiratory equipment, chemical protective equipment, site safety and contingency planning concepts. Students successfully completing this course ~~receive Hazardous Materials Technician 1C certification~~ will receive a course completion certificate from the California Specialized Training Institute.

3. Fire and Emergency Technology 60D – Hazardous Materials, Tactical Field Operations

*Current Status/Proposed Changes*

Grading Method: Letter ~~grade or pass/no pass option~~

This course emphasizes the techniques used by first responders and prevention officers to control leaks and spills from hazardous materials containers. Topics include care and proper use of chemical protective clothing, defensive, offensive and nonintervention control methods, decontamination procedures, preservation of evidence, reports and supporting documentation required at hazardous materials incidents. Students successfully completing ~~the this~~ course ~~receive Hazardous Materials Technician 1D certification~~ will receive a course completion certificate from the California Specialized Training Institute.

Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 100 – Introduction to Administration of Justice  
*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English A

2. Administration of Justice 103 – Concepts of Criminal Law I  
*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English A

3. Administration of Justice 115 – Community and Human Relations

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English A

4. Environmental Technology 102 – Sustainable Energy and Renewable Building Sciences and Technologies

*Current Status/Proposed Changes*

~~Prerequisite: Environmental Technology 101 with a minimum grade of C~~

Recommended Preparation: Environmental Technology 101 and eligibility for English 1A

5. Environmental Technology 103 – Environmental Technology Materials and Methodologies

*Current Status/Proposed Changes*

~~Prerequisite: Environmental Technology 102 with a minimum grade of C~~

Recommended Preparation: Environmental Technology 102 and eligibility for English 1A

Course Review; Changes in Course Number, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. Administration of Justice ~~10a~~ 10 – Introduction to Homeland Security

~~Enrollment Limitation: Current employment with the Transportation Security Administration (TSA)~~

Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 111 – Criminal Investigation

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English A

This course covers the fundamentals of criminal investigation. Topics should include the techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; and follow-up investigation.

2. Air Conditioning and Refrigeration 6 – Refrigeration and Air Conditioning Control Systems

*Current Status/Proposed Changes*

Prerequisite: Air Conditioning and Refrigeration 21 or 22 with a minimum grade of C in prerequisite ~~or equivalent~~

This course explores control system theory, electrical components, and complex control systems with emphasis on supervisory control systems which employ direct digital, proportional, and integral control modes. Theoretical problems and practical lab experience is needed to diagnose electrical problems and safety to ~~make~~ ensure the necessary repairs are emphasized. The course provides a foundation in the skills required to analyze and service basic circuits as well as complex analog control circuitry.

3. Cosmetology 10 – Introduction to Cosmetology I

*Current Status/Proposed Changes*

~~Recommended Preparation: eligibility for English 84~~

This course 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 also the first course in a sequence of courses that~~ The course also prepares students for the State Board of Cosmetology examination and employment.

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

4. Architecture 179 – Design or Build Studio

*Current Status/Proposed Changes*

~~Prerequisite: Architecture 150A or Construction Technology 100 or Construction Technology 110~~ with a minimum grade of C or equivalent

Recommended Preparation: Construction Technology 100 or Construction Technology 110

This course introduces the architectural student to the building design and construction process. Team collaboration will be stressed from the generation of the building design through the fabrication of the structure. Scheduling, budgeting and financing of construction projects will also be ~~covered~~ studied.

5. Administration of Justice 132 – Crime Scene Investigation

*Current Status/Proposed Changes*

~~Recommended Preparation: Administration of Justice 100~~

This course provides students with the basic understanding of Crime Scene Investigation (CSI), the workings of a CSI unit and ~~will present~~ an overview of the relationship ~~that exists~~ between forensic science and law enforcement. This course includes a study of crime scene examination, crime scene documentation, DNA and trace evidence analysis, and evidence collection procedures. Students will learn to prepare a case for prosecution and ~~testify in~~ the rules of court testimony.



6. Nutrition and Foods 15 – Nutrition for Infants and Young Children

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ English A

This course covers the nutritional needs ~~in~~ during the growth and development of infants and young children. Topics include ~~nutritional assessment~~ nutrient sources and functions, assessment of nutritional status and food intake, food safety, government resources, menu planning, and ~~integrating~~ integration of nutrition education into early childhood education programs.

Course Review; Changes in Descriptive Title, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. Fashion 15 – Beginning Fashion Sketching Illustration

~~Prerequisite: Art 110 with a minimum grade of C or equivalent~~

Recommended Preparation: Art 217 ~~one semester of Art 17AB or concurrent enrollment~~

This course explores beginning creative sketching and illustration techniques for fashion design and merchandising students. Instruction includes the development of the fashion figure, quick sketches, ~~croquis~~, and technically detailed flat apparel sketches. Students will creatively illustrate ~~finished~~ fashion illustrations design concepts for men, women, and children, in relation to correct proportion and scale. Various art supplies will be utilized to create cohesive group presentations targeted at various segments of the apparel industry.

Course Review; Changes in Course Number, Descriptive Title, Catalog Description

*Current Status/Proposed Changes*

1. Welding ~~40~~ 40A – Introduction to Gas Tungsten Arc Welding (GTAW)

~~In this course, students will develop~~ This course is designed for the beginning student. Students develop manipulative skills using the Gas Tungsten Arc Welding (GTAW) process on ferrous and non-ferrous alloys. ~~Emphasis is placed on the requirements for certification in accordance with~~ Related classroom instruction covers technical data pertaining to this welding process with special emphasis on operational parameters of inverter type machines. This course begins preparation for eligibility for American Welding Society (AWS) D.17.1:2001, specifications for fusion welding for aerospace applications D17.1 certification.

## New Distance Education Course Version

1. Administration of Justice 111 – Criminal Investigation
2. Administration of Justice 115 – Community and Human Relations

## Inactivate Courses

1. Administration of Justice 50 – Special Topics in Administration of Justice
2. Electronics and Computer Hardware Technology 140ab – Computer Systems and Hardware Technology I
3. Electronics and Computer Hardware Technology 142ab – Computer Systems and Hardware Technologies I
4. Electronics and Computer Hardware Technology 144ab – CompTIA A+ Certification Preparation for Computer Hardware Systems
5. Machine Tool Technology 47 – NIMS Level I Credential Preparation
6. Welding 21 – Basic Shielded Metal Arc Welding (SMAW)

## Reactivate; Course Review

1. Electronics and Computer Hardware Technology 142 – Computer Systems and Hardware Technologies II  
Units: 4.0    Lecture: 3.0 to be arranged    Lab hours: 4.0 to be arranged  
Faculty Load: 40.00%  
Prerequisite: Electronics and Computer Hardware Technology 140 with a minimum grade of C  
Grading Method: Letter grade or pass/no pass option  
Credit Status: Associate Degree Credit  
Transfer CSU

This course provides a comprehensive study of advanced computer hardware systems and associated technologies. Topics will include an in-depth analysis of microprocessor-based architectures and their related computer hardware system components and peripheral devices. Installation and configuration of the system hardware, advanced hardware and software integration skills, including conflict resolution, troubleshooting and optimization strategies will be taught.

Reactivate; Course Review, Change in Conditions of Enrollment (Prerequisite,

Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Electronics and Computer Hardware Technology 140 – Computer Systems and Hardware Technologies I  
Units: 3.0 Lecture: 3.0 Hours Lab: 4.0 Faculty Load: 40.00%  
Recommended Preparation: Electronics and Computer Hardware Technology 11 or equivalent and Computer Information Systems 13 or equivalent  
Grading Method: Both  
Credit, degree applicable  
Transfer CSU

This course provides a general study of computer hardware systems and their underlying operating technologies. Topics covered include an overview of microprocessor-based computer systems, binary and hexadecimal numbering systems, computer system hardware components and peripherals, operating systems, basic hardware failures, and test and verification of proper computer systems operation. Students work in teams to develop analytical skills and techniques.

2. Electronics and Computer Hardware Technology 144 – A+ Certification Preparation for Computer Hardware Systems  
Units: 4.0 Lecture: 3.0 Hours Lab: 4.0 Faculty Load: 40.00%  
Prerequisite: Electronics and Computer Hardware Technology 140 with a minimum grade of C  
~~Recommended Preparation: Computer Information Systems 40 or equivalent~~  
Grading Method: Both  
Credit, degree applicable  
Transfer CSU

This course is designed for the student pursuing a career as a computer service technician. Students will develop the skills and knowledge required for passing the CompTIA A+ Certification: Core Hardware exam. Topics covered include safety, basics of electricity and electronics, microcomputer hardware and components, Complementary Metal Oxide Semiconductor (CMOS) settings, printers, portable systems and network hardware.

3. Electronics and Computer Hardware Technology 191 – Introduction to Microprocessors and Interfacing  
Units: 3.0 Lecture: 2.0 Hours Lab: 4.0 Faculty Load: 33.33%  
Prerequisite: Electronics and Computer Hardware Technology ~~120~~ 11 or 130 or Engineering Technology 14 or Manufacturing Technology 70 with a minimum grade of C  
~~Recommended Preparation: Electronics and Computer Hardware Technology 130 and 140~~

Grading Method: Letter  
Credit, degree applicable  
Transfer CSU

This course is an introduction to industrial microprocessors (microcontrollers) as they relate to industrial and consumer equipment. Included are the fundamentals of assembly language, use of software to simulate hardware, digital and analog interfacing, data storage, and troubleshooting.

## New Courses

1. Welding 10A – Introduction to Shielded Metal Arc Welding (SMAW)  
Units: 4.0    Lecture: 2.5    Lab Hours: 5.0    Faculty Load: 41.67%  
Grading Method: Letter grade or pass/no pass option  
Credit Status: Associate Degree Credit  
CSU Transfer

This course is designed for the beginning student. Students will develop manipulative skills using the oxy-gas and Shielded Metal Arc Welding (SMAW) processes. Emphasis is placed on safety procedures, use of manual and semi-automatic welding equipment, welding techniques, electrodes and joints. Practical aspects of Flux Core Arc Welding (FCAW) process will be introduced.

2. Welding 10B – Intermediate Shielded Metal Arc Welding (SMAW)  
Units: 4.0    Lecture: 2.5    Lab Hours: 5.0    Faculty Load: 41.67%  
Recommended Preparation: Welding 10A  
Grading Method: Letter grade or pass/no pass option  
Credit Status: Associate Degree Credit  
CSU Transfer

This course is designed for the intermediate student. Students will develop manipulative skills using the semi-automatic and Shielded Metal Arc Welding (SMAW) processes. The course emphasizes the theory and practice of V-groove joint preparation, vertical (3G) and overhead (4G) welding, thermal cutting, and blueprint reading based on the American Welding Society (AWS) standards in weld symbols and ferrous alloys. Innershield wire (NR232) and dual shield wire will be explored in Flux Core Arc Welding (FCAW).

3. Welding 10C – Advanced Certification and Career Preparation Lab  
Units: 2.0    Lecture: 0    Lab Hours: 6.0    Faculty Load: 30.00%  
Prerequisite: Welding 10B with a minimum grade of C or equivalent  
Grading Method: Letter grade or pass/no pass option  
Credit Status: Associate Degree Credit

## CSU Transfer

This advanced level welding lab is third of a series specifically designed for students to refine their welding skills in E7018 electrodes used in structural steel Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and E6010 electrodes used in open root welding of ferrous metals in the vertical (3G) and overhead (4G) position. Taken in succession, this course prepares students to advance to level III in American Welding Society (AWS) national skill standards.

### 4. Welding 40B – Intermediate Gas Tungsten Arc Welding (GTAW)

Units: 3.0    Lecture: 2.0    Lab Hours: 4.0    Faculty Load: 33.333%

Recommended Preparation: Welding 40A

Grading Method: Letter grade or pass/no pass option

Credit Status: Associate Degree Credit

CSU Transfer

This is an intermediate course in Gas Metal Arc Welding (GTAW). Special emphasis is placed on the welding of ferrous and non-ferrous metals in the various positions and building skill development in GTAW. This course continues student preparation toward the American Welding Society (AWS) D17.1 certification.

### 5. Welding 40C – Advanced Gas Tungsten Arc Welding (GTAW) Skills Lab

Units: 2.0    Lecture: 0    Lab Hours: 6.0    Faculty Load: 30.00%

Prerequisite: Welding 40B with a minimum grade of C or equivalent

Grading Method: Letter grade or pass/no pass option

Credit Status: Associate Degree Credit

CSU Transfer

This course is designed to develop the advanced specialized skills used within the structural steel, sheet metal, and aerospace manufacturing industries using the Gas Tungsten Arc Welding (GTAW) process. Repair of cast welding and tooling maintenance will be introduced. Students will develop various specialized skills that will help achieve students' goals and attain the necessary traits that employers are seeking. This course prepares students for American Welding Society (AWS) D17.1 certification.

## Change in Major; Course Requirements

### 1. Architecture A. S. Degree

*Current Status/Proposed Changes*

At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College

<b>Major Requirements</b>		<b>Units</b>
Architecture 100	An Orientation to Architecture	1
Architecture 104	History of Western Architecture	3
Architecture 119	Computer Aided Architectural Drafting	3
Architecture 150A	Architectural Drafting I	3
Architecture 150B	Architectural Drafting II	3
Architecture 170	Architectural Graphics Techniques	3
Architecture 171	Architectural Three-Dimensional Illustration	3
Architecture 199	Architecture Design Studio	4

12 - 13 units from:

Architecture 121	Three-Dimensional Architectural Computer Aided Design	3
Architecture 125	Advanced Three-Dimensional Architectural Computer Aided Design	3
Architecture 158	Structures Analysis-Timber	3
Architecture 172	Architectural Color Rendering Techniques	3
Architecture 179	Design or Build Studio	4
<u>ET 165</u>	<u>Sustainable and Regenerative Practices in Site and Landscape Development</u>	<u>3</u>

**Total Units: 35-36**

#### Change in Major; Course Requirements, Units

##### 1. Welding A. S. Degree

*Current Status/Proposed Changes*

**Major Requirements** **Units**

8 units from:

WELD 1	Introduction to Welding Process	8
or		
<del>WELD 21</del>	<del>Basic Shielded Metal Arc Welding (SMAW)</del>	<del>3</del>
and		
<del>WELD 5</del>	<del>Basic Welding Technology</del>	<del>8</del>
<del>WELD 40</del>	<del>Gas Tungsten Arc Welding (GTAW)</del>	<del>3</del>
<u>WELD 10A</u>	<u>Introduction to Shielded Metal Arc Welding (SMAW)</u>	<u>4</u>
<u>WELD 10B</u>	<u>Intermediate Shielded Metal Arc Welding (SMAW)</u>	<u>4</u>

15 units from:

<u>WELD 10C</u>	<u>Advanced Certification and Career Preparation Lab</u>	<u>2</u>
<u>WELD 40A</u>	<u>Introduction to Gas Tungsten Arc Welding (GTAW)</u>	<u>3</u>
<u>WELD 40B</u>	<u>Intermediate Gas Tungsten Arc Welding (GTAW)</u>	<u>3</u>

<u>WELD 40C</u>	<u>Advanced Gas Tungsten Arc Welding (GTAW)</u>	<u>2</u>
	<u>Skills Lab</u>	
WELD 45	Structural Fabrication	5

Total Units: ~~19-24~~ 23

Recommended Electives:

CADD 5	Introduction to Mechanical Drafting	3
MTT 16	General Metals	3
WELD 15	Basic Welding for Allied Fields	3
WELD 23	Advanced Arc Welding Specialty Lab	2
WELD 28	American Welding Society (AWS)	3
	D.1.1 Certification Test Preparation	

Note: Students granted course credit for Welding 10A or Welding 40A may take an elective to satisfy the unit requirement for the degree and certificate.

*Change in Certificate of Achievement; Course Requirements, Units*

1. *Architecture Certificate of Achievement*

*Current Status/Proposed Changes*

*A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the requirements for the Certificate of Achievement must be completed at El Camino College.*

<b><i>Certificate Requirements</i></b>		<b><i>Units</i></b>
ARCH 100	An Orientation to Architecture	1
ARCH 104	History of Western Architecture	3
ARCH 119	Computer Aided Architectural Drafting	3
ARCH 150A	Architectural Drafting I	3
ARCH 150B	Architectural Drafting II	3
ARCH 170	Architectural Graphics Techniques	3
ARCH 171	Architectural Three-Dimensional Illustration	3
ARCH 199	Architecture Design Studio	4

12 – 13 units from:

ARCH 121	Three-Dimensional Architectural Computer Aided Design	3
ARCH 125	Advanced Three-Dimensional Architectural Computer Aided Design	3
ARCH 158	Structures Analysis-Timber	3
ARCH 172	Architectural Color Rendering Techniques	3

ARCH 179	Design or Build Studio	4
<u>ET 165</u>	<u>Sustainable and Regenerative Practices in Site and Landscape Development</u>	<u>3</u>

**General Requirements:**

English A or qualifying score for English 1A on English Placement Test (0-3)

**Total Units: ~~35-39~~ 35-36**

2. *Welding Certificate of Achievement*

*Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

***Certificate Requirements*** ***Units***

8 units from:

WELD 1	Introduction to Welding Process	8
or		
<del>WELD 21</del>	<del>Basic Shielded Metal Arc Welding (SMAW)</del>	<del>3</del>
and		
<del>WELD 5</del>	<del>Basic Welding Technology</del>	<del>8</del>
<del>WELD 40</del>	<del>Gas Tungsten Arc Welding (GTAW)</del>	<del>3</del>
<u>WELD 10A</u>	<u>Introduction to Shielded Metal Arc Welding (SMAW)</u>	<u>4</u>
<u>WELD 10B</u>	<u>Intermediate Shielded Metal Arc Welding (SMAW)</u>	<u>4</u>

16 units from:

<u>WELD 10C</u>	<u>Advanced Certification and Career Preparation Lab</u>	<u>2</u>
<u>WELD 28</u>	<u>American Welding Society (AWS)</u>	<u>3</u>
	<u>D.1.1 Certification Test Preparation</u>	
<u>WELD 40A</u>	<u>Introduction to Gas Tungsten Arc Welding (GTAW)</u>	<u>3</u>
<u>WELD 40B</u>	<u>Intermediate Gas Tungsten Arc Welding (GTAW)</u>	<u>3</u>
<u>WELD 45</u>	<u>Structural Fabrication</u>	<u>5</u>
<u>2 units from:</u>		
<u>WELD 23</u>	<u>Advanced Arc Welding Specialty Lab</u>	<u>2</u>
<u>WELD 40C</u>	<u>Advanced Gas Tungsten Arc Welding (GTAW) Skills Lab</u>	<u>2</u>

Total Units: ~~19-24~~ 26

Note: Students granted course credit for Welding 10A or Welding 40A may take an elective to satisfy the unit requirement for the degree and certificate.



## MATHEMATICAL SCIENCES

### Course Review

1. Mathematics 12 – Basic Arithmetic Skills

### *Course Review; Change in Catalog Description*

1. *Mathematics 130 – College Algebra*

#### *Current Status/Proposed Changes*

In this course, students will explore polynomial, radical, rational, exponential, and logarithmic functions and their graphs, as well as sequences, ~~series, combinatorics, and the Binomial Theorem~~ and series.

Note: This is a preparatory course for Calculus I for the Biological, Management, and Social Sciences (Mathematics 160).

### Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Mathematics 60 – *Elementary Geometry*

#### *Current Status/Proposed Changes*

*Prerequisite: Mathematics 40 or ~~Mathematics 41B~~ or Mathematics 43 with a minimum grade of C in prerequisite or credit in Mathematics 37 or qualification by testing (El Camino College Mathematics Placement Test) and assessment*

2. Mathematics 140 – Finite Mathematics for Business and Social Sciences

#### *Current Status/Proposed Changes*

*Prerequisite: Mathematics 67 or Mathematics 73 or Mathematics 80 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment*

3. Mathematics 150 – Elementary Statistics with Probability

#### *Current Status/Proposed Changes*

*Prerequisite: Mathematics 67 or Mathematics 73 or Mathematics 80 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment*

## NATURAL SCIENCES

## Course Review

1. Geography 6 – Physical Geography Laboratory
2. Geology 15 – Natural Disasters
3. Physics 11 – Descriptive Introduction to Physics

Course Review; Change in Catalog Description

1. *Physics 12 – Laboratory for Introductory Physics*

*Current Status/Proposed Changes*

*This laboratory course is ~~not~~ designed to give the student an opportunity to experimentally reinforce some of the fundamental concepts of physics studied in Physics 11.*

## Course Review; Changes in Catalog Description, Lab Contact Hours

1. Geology 30 – Geology Laboratory of Death Valley

*Current Status/Proposed Changes*

Units: 1                      Lecture: 0                      Lab Hours: 3 hours to be arranged

This course is a field and laboratory study of the geologic history, rock types, and structural and geomorphic features of the Death Valley region, with special emphasis on seismic activity and desert processes.

*Note: Credit may be earned in Geology 30, Geology 32, Geology 34, and Geology 36; however, only one course (one unit) will be transferable.*

*Note: Some labs will be held in the field on weekends at arranged times.*

~~Note: UC does not accept Geology 30, 32, 34, or 36 for the Physical Science laboratory requirement.~~

## Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. *Biology 17 – Marine Biology*

*Current Status/Proposed Changes*

*Recommended Preparation: eligibility for English 84 1A*

2. *Biology 18 – Marine Biology Laboratory*

*Current Status/Proposed Changes*

*Prerequisite: Biology 17 with a minimum grade of C or concurrent enrollment*

*Recommended Preparation: eligibility for English 84*

3. *Geology 6 – Earth Science in Education*

*Current Status/Proposed Changes*

*Recommended Preparation: English 84 and English A*

4. *Physiology 31 – Human Physiology*

*Current Status/Proposed Changes*

*Prerequisite: ~~Anatomy 30 or~~ Anatomy 32 and Chemistry 20 or Chemistry 21A or Chemistry 4 with a minimum grade of C in each prerequisite course*

Course Review; Changes in Descriptive Title, Course Discipline, Conditions of Enrollment (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

*Current Status/Proposed Changes*

1. *Geography 1 – Physical ~~Elements~~ Geography*

*Discipline: Geography ~~or Earth Science~~*

*Recommended Preparation: ~~eligibility for~~ English 84*

Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. *Geography 7 – Geography of California*

*Current Status/Proposed Changes*

*Recommended Preparation: ~~eligibility for~~ English 84 and English A*

This course is a systematic study of California's unique and diverse physical environments and associated landforms, climates, and ecological communities. The course presents an overview of human settlement patterns, economic activities, and cultural aspects, with an emphasis on physical environment-human occupancy relationships, ~~will also be discussed.~~

2. *Geography 8 – Introduction to Geographic Information Systems*

*Current Status/Proposed Changes*

*Recommended Preparation: Computer Information Systems 13 or basic computer skills*

This computer-based course provides an introduction to the fundamentals of automated mapping and Geographic Information Systems (GIS) software. Laboratory work includes experience in the use of map scales, working with spatial data and metadata, creating data with Global Positioning Systems (GPS) and geocoding, map features, map overlays, creation of charts and graphs, basic spatial analysis techniques, and the presentation of data in map layouts.

Course Review; Changes in Catalog Description, Conditions of Enrollment  
(Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. *Geography 20 – Geography Field Studies*

*Current Status/Proposed Changes*

*Recommended Preparation: ~~eligibility for English 84~~ English A*

*This course focuses on the physical, cultural, urban, and economic elements of geographic regions. Field study is usually conducted over a four day period.*

*Note: Participant's fee required for camping and meals. Students pay fees for camping and meals.*

*Reactivate; Course Review*

1. *Biotechnology 2 – Advanced Techniques of Biological Technology*

Units: 2.5 Lecture: 1.0 Lab Hours: 5.0 Faculty Load: 31.67%

Grading Method: Letter

Credit Status: Associate Degree Credit

Transfer CSU

*El Camino General Education AA/AS – Area 1*

This course provides advanced skills for the biotechnology laboratory. This is the second of two courses in biotechnology techniques. Methodologies include protein purification with column chromatography and quantitation with a spectrophotometer; protein characterization with SDS-PAGE and Western Blotting; ELISA; PCR; and Southern Blotting. Bioinformatics introduction and instruction are carried out with internet databases. Skills learned in the first biotechnology course are reinforced, including the use and maintenance of basic laboratory equipment, the practice of quality control and laboratory safety.

*Reactivate; Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)*

1. *Biotechnology 1 – Basic Techniques of Biological Technology*

*Current Status/Proposed Changes*

Units: 2.5 Lecture: 1.0 Lab Hours: 5.0 Faculty Load: 31.67%

*~~Prerequisite: Chemistry 4 with a minimum grade of C or equivalent~~*

*Recommended Preparation: eligibility for English 1A*

Grading Method: Letter

Credit Status: Associate Degree Credit

Transfer CSU

*El Camino General Education AA/AS – Area 1*

This course provides fundamental skills for the biotechnology laboratory. This is the first of two courses in biotechnology techniques. The content covers standard notebook preparation for industry and academia; solution and media preparation; sterile technique; bacterial propagation; basic techniques of DNA extraction and manipulation; the use and maintenance of basic laboratory equipment; quality control and laboratory safety.

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Student and Community Advancement**  
**Jeanie M. Nishime, Vice President**

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## STUDENT AND COMMUNITY ADVANCEMENT

### A. **JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES CONVENTION**

It is recommended that the Board of Trustees approve attendance of selected students to attend the Journalism Association of Community Colleges Annual Convention, April 3-6, 2014, Burbank, California. Registration and lodging expenses not to exceed \$7,000 (\$2,000 registration for 20 students at \$100 each and \$5,000 lodging for 10 rooms at \$150 each plus tax) will be paid from the Auxiliary Services Union Conferences and Miscellaneous Expenses accounts. Students will provide their own transportation to and from the event. Any student transporting another student will be instructed and required to take the safe driving course through the El Camino College Police Department.

Advisors: Kate McLaughlin, Gary Metzker and Tom Amano-Tompkins

Cinnamon Baker, Juan Gutierrez, Eric Hsieh, Christopher Lee, Russell Lewis, Andrew Phillips, Brian Camacho, Celine West, Jessica Martinez, Amira Petrus, Thomas Schmit, Matt Simon, Sam Tedla, Erin Logan, Nadia Basich, Kelsey Gordon, Tadesse Mulugeta, Kierra Norrell, Sebastian Spencer, Jean-Paul Udeh, Viola Jackson, Danielle Knight, Victor Liptzin, Saran Mendoza, Robin Samala, PatrickLee Hamilton, Trent Ledford, Dwight Maxwell, John Truax, Robert Escobar, Amber Piggue, Rigo Bonilla, Marquis Parker, Juan Lorenzo Gutierrez, Ana Alvarez, Jonathan Areeprachapirom, Steven Berry, Angel Cancino, Norely Cuevas, Brandon Downs, Howard Ford, Eduardo Garcia, Devone Gorum, Tylor Johnson, Narihiko Kumagae, Dawanna Mathieu, Alyssa McMillan, Erik Molina, Robert Peete, Matthew Rose, Priscilla Serrano, Deidra Boykin, Cassidy Bracken, Stephanie Brown, Jorge Camarillo, Freddy Cecena, Brandie Ellena, Anthony Rea, Eduardo Sosa, Angie Torres, Sharhonda Vance, Taylor Wong

### B. **CONFERENCE ATTENDANCE – COLLEGE MEDIA ASSOCIATION**

It is recommended that the Board of Trustees approve attendance of Matt Simon, editor-in-chief of the El Camino *Union* newspaper, to accompany advisers Kate McLaughlin and Gary Metzker to the College Media Association/Associated Collegiate Press (CMA/ACP) National College Media Conference in New York City, New York, March 12-15, 2014. Travel expenses for the editor-in-chief will be paid from the Journalism Department's Auxiliary Services Conference fund not to exceed \$1,600.

**C. INTERNATIONAL TRAVEL**

It is recommended that the Board of Trustees approval international travel for Leonid Rachman to participate in the Tokyo Ryugaku Journal (RJ) Educational Fair, May 9-13, 2014, Tokyo, Japan. Expenses in the amount of \$5,000 will be paid from the International Students F-1 Visa Conference fund. The Fair targets students who are looking for English language programs and schools, high schools, community colleges and vocational schools. El Camino College participated in RJ fairs five times within the last 10 years.

**D. GRANT - APPLICATION**

It is recommended that the Board of Trustees receive application for the following grant.

National Science Foundation Director of Education and Human Resources (EHR) Improving Undergraduate STEM Education (IUSE). Enhancing the Community College Role in Early Mathematics Teacher Preparation. The proposed project will offer the means to develop, implement, and assess the Guest Math Teacher Model, which aims to enhance the ability of teachers to provide high-quality STEM education for all students by strengthening initial pre-service teacher preparation in the community college setting. The Guest Math Teacher experience is a focused teaching experience on a short mathematics unit of instruction (4 classroom hours). A key to this model is the quality of feedback provided to the future teachers by college faculty and classroom teachers, discussions regarding the ways their teaching can be improved, and then immediately returning to another classroom to teach the same mathematics unit again implementing the recommendations they have received.

Administrator: Judy Kasabian

Amount of Grant Funding from Granting Agency:	\$368,170
Amount of College Match:	\$ -0-
Total Project Cost (includes \$282,477 subcontracted to WestEd.):	\$650,647
Source of Matching Funds:	N/A
Indirect Rate:	\$51,712 (37.5%) (calculated on salaries only)
Performance Period:	August 1, 2014 through July 31, 2017



**E. GRANT – APPLICATION AND ACCEPTANCE**

It is recommended that the Board of Trustees approve the application and acceptance of the following grant:

California Community Colleges Chancellor’s Office Academic Affairs Division – Career Technical Education – Career Advancement Academy (CTE-CAA).

The El Camino College and Compton Educational Center serves critical industrial sectors in high technology manufacturing, particularly in aerospace. The college campuses have teamed up to create a program to provide basic skills training, work preparation training and Economic Workforce Development/Career Technical Education (EWD/CTE) training to undereducated, underemployed youth and young adults (18-30) years of age who have dropped out of school or lack basic skills needed to obtain a certificate or degree in a typical college program. The CTE/CAA grant is a three-year grant. El Camino College is funded for Years two and three of the grant at \$299,000 each year.

Administrator: Naomi Tokuda

Amount of Grant Funding from Granting Agency:	\$1,050,000
Amount of Match:	<u>\$ 262,500</u>
Total Amount of Grant:	\$1,312,500

Source of Matching Funds: Business Training Center and Partner In-Kind

Indirect Rate: \$40,385 (4%)

Performance Period: February 1, 2014 through February 28, 2016

**F. BOARD POLICY 5205 (STUDENT ACCIDENT INSURANCE) – FIRST READING**

It is recommended that the Board of Trustees accept for first reading revisions to Board Policy 5205 as attached.

## Board Policy 5205

## Student Accident Insurance

~~The District shall assure that students are covered by accident insurance in those instances and activities required by law or contract. The insurance program shall be managed by the Vice President Administrative Services or designee.~~ El Camino Community College District shall assure that students are covered by accident insurance in those instances required by law or contract. The student accident insurance will be managed by the Vice President of Administrative Services or designee.

### Reference:

Education Code Section 72506

El Camino College  
Adopted: 2/18/93  
Amended:

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Administrative Services**  
**Jo Ann Higdon, Vice President**

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## Administrative Services

### A. Destruction Of Records

It is recommended that the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 1998-2009 for Fiscal Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

<u>General Description</u>	<u>Years Inclusive</u>	<u>Statutory Destroy Date</u>
Fire Tech Classes – 3 boxes	1998-2005	2013
Budget Transfers – 2 boxes	2007-2008	2013
Benefit Check Requests – 3 boxes	2008	2013
Bank Reconciliations – 3 boxes	2007-2009	2013
LACOE check copies – 3 boxes	2005-2006	2013

### B. Contracts Under \$84,100

It is recommended the Board of Trustees, in accordance with Board Policy 6340, approve/ratify the District entering into the following agreements. The Vice President of Administrative Services or an authorized designee has executed the necessary documents.

#### *a. Services provided by District or its designee:*

- Contractor:** **GLOBAL COLLABORATIVE CONNECTION  
dba GLOBAL CORPORATE COLLEGE**

**Services:** Contractor will receive two sections of Introduction to Homeland Security; one section of Intelligence Analysis and Security Management; one section of Transportation and Border Security; and one section of Introduction to Administration of Justice for Spring 2014 semester.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Business Training Center (BTC)

**Date(s):** 1/4/14 – 6/30/14

**Financial Terms:** Projected gross income \$67,500
- Contractor:** **THE COMMUNITY COLLEGE FOUNDATION**

**Services:** Contractor will receive parenting skills training for participants enrolled in state’s foster care and adoptive parents program – Partnering for Safety and

Performance-Model Approach to Partnerships in Parenting (PS-MAPP).

**Requesting Dept.:** Student and Community Advancement – Community Advancement

**Date(s):** 2/1/14 – 1/31/15

**Financial Terms:** Projected gross income \$30,000

**b. Services received by District or its designee:**

**1. Contractor:** **CORPORATE TRAINING INSTITUTE LLC**  
**Services:** Contractor will provide several training services to various companies. Training will include, but not limited to, Business and Management Skills, Continuous Improvement, Manufacturing Skills, and Advanced Technology.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education

**Date(s):** 1/21/14 – 12/15/15

**Financial Terms:** Cost not to exceed \$30,000

Funded by Employment Training Panel (ETP) ET14-0217 two-year core contract

**2. Contractor:** **DEVELOPING LEADERS**  
**Services:** Contractor will provide several training services to various companies. Training will include, but not limited to, Business and Management Skills, Continuous Improvement, Manufacturing Skills, and Advanced Technology.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education

**Date(s):** 2/19/14 – 12/15/15

**Financial Terms:** Cost not to exceed \$75,000

Funded by ETP (ET14-0217 two-year core contract)

**3. Contractor:** **LEAN ENTERPRISE DEVELOPMENT**  
**Services:** Contractor will generate 15 to 20 new industry training contracts equating to an average of 40 training hours per industry.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education

**Date(s):** 2/19/14 – 6/30/14

**Financial Terms:** Cost not to exceed \$22,000

Funded by ETP (ET14-0217 two-year core contract)

4. **Contractor:** **NORTHROP GRUMMAN SYSTEMS CORPORATION**  
**Services:** Contractor will provide a lab and training experience in electrical assembly for ECC students in the Career Pathways Program at the Northrop Grumman Space Park Electrical Assembly Lab.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 3/1/14 – 2/28/17  
**Financial Terms:** No cost to the District
5. **Contractor:** **WEST COAST SAFETY CONSULTANTS**  
**Services:** Contractor will provide two Occupational Safety and Health Administration (OSHA) workshops for up to 25 students. Each workshop will consist of two sessions of five-hour instruction each.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 3/1/14 – 4/31/14  
**Financial Terms:** Cost not to exceed \$2,400  
Funded by SB 1070 Collaborative Grant from California Community Colleges Chancellor’s Office

**C. Contracts Over \$84,100**

It is requested that the Board of Trustees approve that the District enter into the following agreements:

*a. Services provided by District or its designee*

1. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor, as a sub-grantee of the grant from the Chancellor's Office of California Community Colleges, will implement Career Technical Education activities including promotion, curricula development and faculty training for colleges, high schools and middle schools.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 12/1/13 – 11/30/14  
**Financial Terms:** Cost not to exceed \$124,045

Funded by Career Technical Education Community Collaborative Grant from California Community Colleges Chancellor's Office of which El Camino Community College District serves as fiscal agent.

*b. Services received by District or its designee:*

- 1. Contractor:** CUSTOM CORPORATE COMMUNICATIONS (C3)  
**Services:** Contractor will provide customized training for participating agencies on behalf of the District.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 1/22/14 – 12/15/15  
**Financial Terms:** Cost not to exceed \$100,000  
Funded by ETP (ET14-0217 two-year core contract)

**D. Personal Service Agreements**

*a. Services provided by District or its designee*

None

*b. Services received by District or its designee:*

- 1. Contractor:** LAURIE QUARLES  
**Services:** Contractor will provide graphic design of the Commencement Program.  
*Requesting Dept.:* Student and Community Advancement – Enrollment Services  
**Date(s):** 4/16/14 – 4/28/14  
**Financial Terms:** Cost not to exceed \$850

**E. AMENDMENTS**

*a. Services received by District or its designee:*

- 1. Contractor:** BUTLER COMMUNITY COLLEGE  
**Services:** Contractor will provide promotion, curricula development and faculty training for the Advanced Aerospace Manufacturing Education Project.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 10/1/13-6/30/14  
**Financial Terms:** Cost not to exceed \$17,368 (increased from \$2,822 Board approved 10/21/13)  
Funded by National Science Foundation (NSF) grant

2. **Contractor:** **JENNIFER RICHARDSON**  
**Services:** Contractor will perform evaluation project management for NSF Advanced Aerospace Manufacturing Education Project.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 7/1/13 – 6/30/14  
**Financial Terms:** Cost not to exceed \$25,000 (increased from \$22,000 Board approved 6/17/13)  
Funded by NSF grant

**F. Sound Fiscal Management Self-Assessment**

As required by Education Code Section 84040, the Chancellor’s Office has established standards for sound fiscal management and a process to monitor and evaluate the financial health of California’s community college districts. The purpose of these standards is to identify districts that may benefit from preventative management assistance and those that may require fiscal crisis intervention to prevent emergency loans. These standards are intended to focus on prevention and assistance at the initial level and more direct intervention at the highest level.

In addition, the Chancellor’s Office developed a “Sound Fiscal Management Self-Assessment Checklist.”

El Camino College’s assessment and results are presented for the Board’s information. This self-assessment has also been presented at the Planning and Budget Committee and Cabinet.



## ECC - Sound Fiscal Management Self-Assessment Checklist

			Draft Dec., 2013; PBC 12-05-13; Cabinet 12-09-13
	<b>Items</b>		<b>Notes</b>
<b>1</b>	<b>Deficit Spending - Is this area acceptable?</b>	<b>YES</b>	
a	Is the district spending within their revenue budget in the current year?		For the fiscal year ended June 30, 2013, the district's UGF use of funds exceeded its source of funds by \$357,659.
b	Has the district controlled deficit spending over multiple years?		Yes
c	Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?		In the past few years, ECC has responded to our State apportionment revenue decline by reducing expenditures.
d	Are district revenue estimates based upon past history?		Yes
e	Does the district automatically build in growth revenue estimates?		No. Growth funds are not budgeted; growth revenues are recognized when earned.
<b>2</b>	<b>Fund Balance - Is this area acceptable?</b>	<b>YES</b>	
a	Is the district's fund balance stable or consistently increasing?		Has been intentionally increased in past few years due to our concern with the State's ability to pay our apportionment in a timely manner and due to unknown "deficit factors" forthcoming from the State.
b	Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?		As stated above, expenditures were intentionally decreased in response to the State's reduction of our apportionment revenue.
<b>3</b>	<b>Enrollment - Is this area acceptable?</b>	<b>YES</b>	
a	Has the district's enrollment been increasing or stable for multiple years?		Course offerings were intentionally reduced in response to our State's reduction of our revenue.

b	Are the district's enrollment projections updated at least semiannually?		Yes--our enrollment projections are updated numerous times a year.
c	Are staffing adjustments consistent with the enrollment trends?		Yes for part-time faculty.
d	Does the district analyze enrollment and full time equivalent students (FTES) data?		Yes
e	Does the district track historical data to establish future trends between P-1 and annual for projection purposes?		Yes
f	Has the district avoided stabilization funding?		Yes
<b>4</b>	<b>Unrestricted General Fund Balance - Is this area acceptable?</b>	<b>YES</b>	
a	Is the district's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level?		Yes
b	Is the district's unrestricted fund balance maintained throughout the year?		Yes
<b>5</b>	<b>Cash Flow Borrowing - Is this area acceptable?</b>	<b>YES</b>	
a	Can the district manage its cash flow without Interfund borrowing?		The district chooses to use interfund borrowing at times. However, it does not access the Bond Fund for cash flow borrowing.
b	Is the district repaying TRANS and/or borrowed funds within the required statutory period?		Yes
<b>6</b>	<b>Bargaining Agreements - Is this area acceptable?</b>	<b>YES</b>	
a	Has the district settled bargaining agreements within new revenue sources during the past three years?		N/A
b	Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?		N/A

c	Did the district correctly identify the related costs?		N/A
d	Did the district address budget reductions necessary to sustain the total compensation increase?		In 2012, the district implemented a change in the health care benefits to our employees; in some cases, this resulted in employees paying a portion of their health care benefits.
<b>7</b>	<b>Unrestricted General Fund Staffing - Is this area acceptable?</b>	<b>YES</b>	
a	Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?		Yes
b	Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for is )		Year ending June 30, 2012, the district's percentage was 83.0%. [Check for State-Wide Average]
<b>8</b>	<b>Internal Controls - Is this area acceptable?</b>	<b>YES</b>	
a	Does the district have adequate internal controls to insure the integrity of the general ledger?		Yes
b	Does the district have adequate internal controls to safeguard the districts assets?		Yes
<b>9</b>	<b>Management Information Systems - Is this area acceptable?</b>	<b>YES</b>	
a	Is the district data accurate and timely?		Yes
b	Are the county and state report filed in a timely manner?		Yes
c	Are key fiscal reports readily available and understandable?		Yes
<b>10</b>	<b>Position Control - Is this area acceptable?</b>	<b>YES</b>	
a	Is position control integrated with payroll?		Yes for full-time employees.
b	Does the district control unauthorized hiring?		Yes
c	Does the district have controls over part-time academic staff hiring?		Yes
<b>11</b>	<b>Budget Monitoring - Is this area acceptable?</b>	<b>YES</b>	

a	Is there sufficient consideration to the budget, related to long-term bargaining agreements?		Yes
b	Are budget revision completed in a timely manner?		Yes
c	Does the district openly discuss the impact of budget revisions at the board level?		Yes
d	Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?		When applicable
e	Has the district's long-term debt decreased from the prior fiscal year?		The district's long-term debt is comprised of: (1) local bond issues which have increased and (2) Retiree Health Benefits [see item 12 below].
f	Has the district identified the repayment sources for the long-term debt?		The district has no long-term debt being paid using the unrestricted general fund.
g	Does the district compile annualized revenue and expenditure projections throughout the year?		Yes
<b>12</b>	<b>Retiree Health Benefits - Is this area acceptable?</b>	<b>YES</b>	
a	Has the district completed an actuarial calculation to determine the unfunded liability?		Yes. The actuarial accrued liability is slightly more than \$22 million.
b	Does the district have a plan for addressing the retiree benefits liabilities?		As of Sept. 30, 2013, the district had approximately 77 % of its retiree health benefits liability funded in an Irrevocable Trust.
<b>13</b>	<b>Leadership/Stability - Is this area acceptable?</b>	<b>YES</b>	
a	Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer, and Board of Trustees)?		The CEO has been employed by the district as CEO for more than 18 years. The CBO more than 5 years. With the change in redistricting, two new Board Members were elected in November of 2014.
<b>14</b>	<b>District Liability - Is this area acceptable?</b>	<b>YES</b>	

a	Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?		Yes
b	Has the district set up contingent liabilities for anticipated settlements, legal fees, etc.?		Yes
<b>15 Reporting - Is this area acceptable?</b>		<b>YES</b>	
a	Has the district filed the annual audit report with the System Office on a timely basis?		Yes
b	Has the district taken appropriate action to address material findings cited in their annual audit report?		Yes
c	Has the district met the requirement of the 50 percent law?		Yes
d	Have the Quarterly financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?		Yes

**G. Resolution Declaring Intent to Lease Real and Personal Property (Child Development Center)**

PROPOSAL: Pursuant to Education Code 81378.1, the Board of Trustees may lease district property for a period of no more than five years through direct negotiation with interested parties after declaration of its intent to lease real property.

RECOMMENDATION: It is recommended the Board of Trustees declare its intent to lease real and personal property and authorize staff to publish that intent, solicit proposals, establish fair market value, and initiate preliminary lease negotiations. This action will allow staff to explore other alternatives for the use of this property.

**RESOLUTION NO. ECC # 2-18-14**  
**RESOLUTION DECLARING INTENT TO LEASE**  
**REAL PROPERTY AND PERSONAL PROPERTY**  
**(CHILD DEVELOPMENT CENTER)**

WHEREAS, the District is the fee owner of certain real property commonly described as 16007 Crenshaw Boulevard, Torrance, California 90506 (“the Property”) upon which the District’s El Camino College Campus is situated.

WHEREAS, the Property is improved and improvements thereon included without limitation, a facility commonly known as the Child Development Center (“the Premises”); the location of the Premises is generally identified in the cross-hatched portion of the El Camino Campus Map attached hereto as Exhibit A and incorporated herein by this reference.

WHEREAS, the Premises improvements consists of: (i) an approximately 6,688 square foot building with interior spaces dedicated for classrooms, administrative functions, kitchen and related support functions; and (ii) an enclosed exterior playground outdoor space of approximately 5,903 square feet.

WHEREAS, the Property adjacent to the Premises is improved as a surface parking lot and identified as El Camino College Lot L (“Lot L”).

WHEREAS, there are items of furniture, fixtures and equipment (“FFE”) situated in interior and exterior areas of the Premises which are used in connection with providing child care services in the Premises.

WHEREAS, pursuant to Education Code §81360, the District is authorized to lease real property belonging to the District, along with personal property located therein belonging to the District if the real property is not needed by the District for school classroom buildings and the personal property is not needed for school purposes..

WHEREAS, Education Code §81370 requires receipt and opening of proposals to lease the Premises be at a public meeting of the District’s Board of Trustees, but Education Code §81372 authorizes delegation of the duties of the Board of Trustees under Education Code §81370 to an officer or employee of the District.

NOW THEREFORE, BE IT RESOLVED:

RESOLVED, that the Premises are not necessary for District classroom space and the FFE are not required for school purposes.

FURTHER RESOLVED, pursuant to Education Code §81360, the Board of Trustees declares its intent to lease the Premises and FFE.

FURTHER RESOLVED, lease of the Premises shall be subject to the following terms:

Minimum Rent for the Premises and FFE	Greater of One Dollar (\$1.00) per square foot of the Premises or the fair market value rental rate for the Premises and FFE, with annual adjustments reflecting greater of CPI increases or then existing fair market value rental rate
Parking	10 parking spaces in Lot L as indicated in Exhibit A hereto
Term	Maximum two (2) years, commencing July 1, 2014
Renewal Terms	Three (3) options to extend the lease term for a renewal term of one (1) year for each option to extend, provided that the option to the extend shall be subject to mutual agreement of the District and the successful bidder for lease of the Premises.
Condition of Premises and FFE	“AS IS” and “WHERE IS” condition, without warranties or representations by District as to condition of Premises or FFE and/or suitability of Premises or FFE for intended purposes
Premises Use	Preference for child care (Pre-K) services; successful bidder responsible for securing all approvals, permits and/or licenses for use of Premises and paying any fees, licenses and property taxes.  Use of Premises for other purposes will be considered
Tenant Improvements	None, except for existing tenant improvements; successful bidder may be permitted to complete tenant improvements at the bidder’s sole costs subject to District approval of tenant improvements
Utility Services	Metered for Premises use and paid for by Tenant: water, power, natural gas, and trash and garbage disposal.  Point of connection provided by District, utility services and payment therefor by successful bidder voice/data telecommunications and internet access

Maintenance and Repairs	By District: Building structural systems and building systems  By successful bidder: FFE, daily janitorial
Real Estate Commissions Payable by District	None

FURTHER RESOLVED, the District shall comply with the notice and publication requirements established in Education Code §81368.

FURTHER RESOLVED, District staff is authorized and directed to prepare, advertise and issue a Request for Proposals setting for the District’s offer to lease the Premises and FFE and inviting submission of sealed proposals for lease of the Premises and FFE (“the RFP”).

FURTHER RESOLVED, the date for submission of responses to the RFP and the opening of sealed proposals responding to the RFP shall be as set forth in the RFP and shall not be later than May 1, 2014.

FURTHER RESOLVED, notwithstanding the provisions of Education Code §81370 establishing the opening and reading of sealed proposals to lease the Premises and FFE at a public session of the Board of Trustees, pursuant to Education Code §81372 the Board of Trustees hereby adopts a rule delegating authority and responsibilities of the Board of Trustees under Education Code §81370 to the District’s Superintendent/President or such District employee as he may designate.

FURTHER RESOLVED, the District’s Superintendent/President or such District employee as he may designate shall prepare and submit for acceptance by the Board of Trustees the highest priced proposal submitted by a responsible bidder at the regularly scheduled public meeting of the Board of Trustees on May 19, 2014.

APPROVED EXECUTED AND ADOPTED by the El Camino Community College District Board of Trustees this 18<sup>th</sup> day of February, 2014.

\_\_\_\_\_  
William J. Beverly, President

\_\_\_\_\_  
Cliff Numark, Member

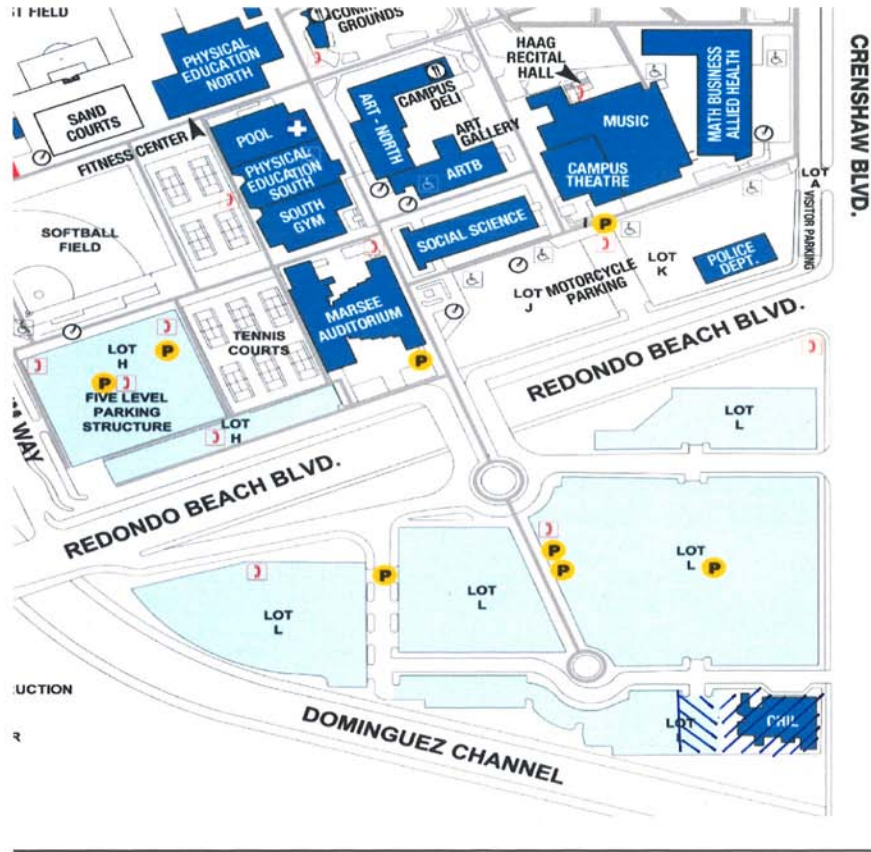
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Kenneth A. Brown, Vice President

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John Vargas, Member

\_\_\_\_\_  
Mary E. Combs, Secretary



**RESOLUTION NO. ECC # 2-18-14**  
**RESOLUTION DECLARING INTENT TO LEASE REAL PROPERTY AND**  
**PERSONAL PROPERTY (CHILD DEVELOPMENT CENTER) EXHIBIT A**



## H. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
P0701791	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,499.34
P0701828	Mr. Rodrick McMillan	Facilities/Planning/Servi	Equipment Rental	\$321.55
P0701829	National Association for College	Out of State	Dues And Memberships	\$285.00
P0701831	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$90.75
P0701834	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$401.11
P0701837	Ohio State University	Institutional Research	Publications/ Periodicals	\$51.00
P0701840	BMI	Ctr for Arts Production	License Fee/Site Licenses	\$6,190.92
P0701841	Freestyle Photographic	Photography	Instructional Supplies	\$529.85
P0701842	Compton Bulletin	Public Relations	Publications/ Periodicals	\$100.00
P0701850	Respironics, Inc	Life Sciences	Instructional Supplies	\$185.30
P0701851	Redondo Technology	Art Department	Instructional Supplies	\$112.26
P0701852	Aardvark Clay and	Art Department	Instructional Supplies	\$431.01
P0701853	Harland Technology	Information Technology	Maintenance Contracts	\$390.00
P0701854	Otto Frei	Art Department	Instructional Supplies	\$416.37
P0701855	Metalliferous Mail Order	Art Department	Instructional Supplies	\$198.31
P0701856	Manchester Grand Hyatt	First Year Experience	Conferences Mgmt	\$896.34
P0701861	Dell Computer	Information Technology	Maintenance Contracts	\$1,500.00
P0701862	Thomson-Reuters/Barcla	Counseling Office	Publications/ Periodicals	\$305.00
P0701866	Hispanic Association of	VP-SCA	Dues And Memberships	\$9,575.00
P0701868	Carolina Biological	Life Sciences	Instructional Supplies	\$256.23
P0701869	American Express Travel	V.P. Academic Affairs	Conferences Mgmt	\$148.00
P0701872	Bradleys Plastic Bag	Life Sciences	Instructional Supplies	\$457.82
P0701873	Mt Sac Speakers	Speech Communication	Other Services And Expenses	\$444.00
P0701874	Orange Coast College	Speech Communication	Other Services And Expenses	\$436.00
P0701875	CSLUB Forensics	Speech Communication	Other Services And Expenses	\$615.00
P0701877	Rain Master Irrigation	Facilities/Planning/Servi	License Fee/Site Licenses	\$477.60
P0701878	CDW-G	Information Technology	Non-Instruct Supplies	\$349.97
P0701882	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$31.77
P0701886	State Fire Training	Fire Academy	Instructional Supplies	\$500.00
P0701887	Alternative On-Site	VP-SCA	Repairs Noninstructional	\$230.77
P0701890	Mr. John F. Wagstaff	Information Technology	Non-Instruct Supplies	\$21.73
P0701891	Xpedx	Copy Center	Instructional Supplies	\$508.98
P0701892	B & H Photo-Video	Earth Sciences	Instructional Supplies	\$69.28
P0701893	Thomson Reuters	V.P. Academic Affairs	Publications-Magazines	\$75.21
P0701894	Redondo Beach	Public Relations	Transportation/ Mileage	\$121.50
P0701895	Xerox Corporation	Copy Center	Instructional Supplies	\$2,421.98
P0701900	Greentree Systems, Inc.	Human Resources	Maintenance Contracts	\$400.00
P0701901	Constant Contact	Ed & Community	Multi Media Advertising	\$96.00
P0701902	TeamWorkSales	Family Consumer	Repairs - Instructional	\$248.00
P0701903	American Association of Wood	Construction	Dues And Memberships	\$79.00
P0701904	HD Supply Power	Grounds	New Equipment	\$1,425.30
P0701909	McKesson Medical	Nursing	Instructional Supplies	\$1,604.08
P0701916	Ms. Elizabeth Fernandez	Financial Aid	Non-Instruct Supplies	\$5.45
P0701917	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$54.94

P0701935	Monterey Graphics	BTC Grants	Non-Instruct Supplies	\$54.94
P0701937	Pocket Nurse	Nursing	Instructional Supplies	\$12,009.31
P0701938	Bank of America	Board Of Trustees	Conferences Mgmt	\$3,080.00
P0701940	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$54.94
P0701943	Law Offices of Larry	Institutional Services	Legal	\$225.00
P0701944	Midwest Library Service	Div Office Instr.	Library Books	\$144.87
P0701945	Thomson Reuters	Div Office Instr.	Library Books	\$367.33
P0701946	Superior Filters N'	Automotive Collision	Repairs - Instructional	\$1,293.55
P0701949	Emlight Design	Ctr for Arts Production	Non-Instruct Supplies	\$174.60
P0701950	Yale Chase Materials	Ctr for Arts Production	Repairs Parts And Supplies	\$883.64
P0701951	American Express Travel	I&T Div Ofc	Conferences Mgmt	\$326.00
P0701952	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$486.12
P0701953	Amazon.Com Corporate	Music Library	Non-Instruct Supplies	\$43.11
P0701954	Gabriel Nobles	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0701955	William T. Roper	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0701956	Amazon.Com Corporate	Testing Center	Non-Instruct Supplies	\$114.45
P0701963	Los Angeles Times	Public Relations	Multi Media Advertising	\$4,725.00
P0701967	Scantron	Information Technology	Non-Instruct Supplies	\$1,449.87
P0701975	SESAC Inc.	Ctr for Arts Production	License Fee/Site Licenses	\$1,154.31
P0701977	ASCAPýS & E Licensing	Ctr for Arts Production	License Fee/Site Licenses	\$2,927.68
P0701992	WSCAýDept of Human	Div Office Fine Arts	Dues And Memberships	\$80.00
P0701994	Midas Auto Repair	Facilities/Planning/Servi	Repairs Noninstructional	\$364.16
P0701995	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$209.60
P0701996	Christopher Brennan	Ctr for Arts Instr/Admin	Contract Services	\$550.00
P0701997	Anita McLaughlin	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0701998	California Presenters	Ctr for Arts Instr/Admin	Dues And Memberships	\$125.00
P0702001	Air Treatment	Facilities/Planning/Servi	Repairs Noninstructional	\$4,546.39
P0702003	Smardan Supply	Facilities/Planning/Servi	Repairs Noninstructional	\$4,859.57
P0702006	Monterey Graphics	Facilities/Planning/Servi	Non-Instruct Supplies	\$54.94
P0702007	Ellucian, Inc	Information Technology	License Fee/Site Licenses	\$30,750.00
P0702010	Harland Technology	Information Technology	Maintenance Contracts	\$1,698.00
P0702011	Survey Monkey	Staff Development	Non-Instruct Supplies	\$299.00
P0702024	CDW-G	Technical Services	Repairs Parts And Supplies	\$4,590.88
P0702026	Sor Co., Llc	VP-SCA	Contract Services	\$250.00
P0702033	Cerritos College	Speech Communication	Other Services And Expenses	\$941.00
P0702034	Fastspring	Information Technology	License Fee/Site Licenses	\$1,249.00
P0702037	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$115.39
P0702039	B & H Photo-Video	Div Office Business	Instructional Supplies	\$81.14
P0702043	California Stage Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$1,508.39
P0702045	Redondo Technology	Physical Education	Instructional Supplies	\$119.90
P0702047	National Athletic	Physical Education	Dues And Memberships	\$229.00
P0702048	Educational Innovations	TECHNOLOGY	Non-Instruct Supplies	\$53.40
P0702052	Dell Marketing L. P.	Div Office-Studnt	Non-Instruct Supplies	\$40.86
P0702054	ACCCA	Div Office Fine Arts	Conferences Mgmt	\$1,050.00
P0702055	L.A. County Ems	Paramedic Academy	Contract Services	\$70,227.96
P0702056	L.A. County Ems	Paramedic Academy	Contract Services	\$57,601.17
P0702057	UCLA Center for	Paramedic Academy	Contract Services	\$5,040.00
P0702073	Time Clock Sales	Admissions/Recors	Repairs Noninstructional	\$227.63
P0702074	NAVPA	Veterans Education	Dues And Memberships	\$275.00
P0702075	International Education	International Students	Multi Media Advertising	\$322.00
P0702079	American Express Travel	Ed & Community	Transportation/ Mileage	\$394.00
P0702082	Ms. Dipte D. Patel	SRC Accessibility Fund	Conferences Mgmt	\$50.35
P0702083	Campus Food Services	Div Office BSSC	Other Services And Expenses	\$309.29

P0702088	Knowledgenet	Information Technology	In-Service Training	\$8,980.00
			<b>Fund 11 Total: 98</b>	<b>\$262,165.46</b>

**Fund 12 Restricted - El Camino**

P0701790	Borden Decal Co., Inc.	Parking Services	Non-Instruct Supplies	\$8,659.11	
P0701830	Elsevier Science	Community Education	Non-Instruct Supplies	\$143.17	
P0701838	South Bay Regional	Parking Services	New Equipment	\$2,151.22	
P0701839	Magic's Auto Body	Parking Services	Repairs Non Instr	\$4,041.61	
P0701843	MIT-Sloan School of Mgmt	Mentor Protege	Conferences Other	\$10,295.00	
P0701844	NENA	California	Parking Services	Dues And Memberships	\$137.00
P0701845	CCUG	Parking Services	Dues And Memberships	\$75.00	
P0701846	City of Fresno Police	Parking Services	In-Service Training	\$140.00	
P0701860	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$2,005.60	
P0701863	American Express Travel	CalWORKs	Conferences Other	\$173.80	
P0701864	American Express Travel	CalWORKs	Conferences Other	\$203.00	
P0701870	CSI Fullmer	Behavioral & Soc Sci	New Equipmen-Instr	\$408.88	
P0701880	American Express Travel	Community Education	Transportation/ Mileage	\$128.00	
P0701898	Mr. Philip J. Sutton	Retail/Hospitality/Touris	License Fee/Site Licenses	\$303.80	
P0701899	ACCE	San Diego	Community Education	Conferences Mgmt	\$375.00
P0701906	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,612.50	
P0701907	Public Safety Training	Parking Services	In-Service Training	\$330.00	
P0701914	ACCE	San Diego	Community Education	Dues And Memberships	\$60.00
P0701942	Life Assist Inc.	Parking Services	Non-Instruct Supplies	\$671.61	
P0701947	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$1,493.22	
P0701948	Adamson Industries, Inc	Parking Services	Non-Instruct Supplies	\$5,708.99	
P0701957	Grainger	(STCW)	Non-Instruct Supplies	\$122.69	
P0701958	American Nautical	(STCW)	Other Books	\$3,611.82	
P0701959	Hobart Institute of	Terminal	Other Books	\$752.48	
P0701960	City of Torrance	Parking Services	Other Services	\$1,417.00	
P0701961	Amazon.Com Corporate	Parking Services	Non-Instruct Supplies	\$174.23	
P0701966	MakerBot Industries	I&T Division	New Equipmen-Instr.	\$1,165.37	
P0701980	Society of Manufacturing	CMTA-H1B	License Fee/Site Licenses	\$11,900.00	
P0701982	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$412.50	
P0701983	American Red Cross	Parking Services	In-Service Training	\$486.00	
P0701984	BYOB (Be Your Own	EOPS CARE	Other Books	\$700.00	
P0701985	Kerri Zane Enterprises	EOPS CARE	Other Books	\$1,308.00	
P0701986	American Express Travel	TANF	Conferences Other	\$283.00	
P0701987	American Express Travel	TANF	Conferences Other	\$270.00	
P0701988	American Express Travel	TANF	Conferences Other	\$283.00	
P0701989	American Express Travel	CalWORKs	Conferences Other	\$203.00	
P0701991	Total Reader, Llc	TitleV-Improving	Non-Instruct Supplies	\$1,400.00	
P0701999	KAMC	El Camino Language	Multi Media Advertising	\$550.00	
P0702000	Student Insurance	El Camino Language	Other	\$15,142.00	
P0702012	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,654.62	
P0702013	Insync Speech	Parking Services	New Equipment	\$392.29	
P0702014	Amazon.Com Corporate	Parking Services	New Equipment	\$340.11	
P0702015	Dell Marketing L. P.	Parking Services	Non-Instruct Supplies	\$193.63	
P0702016	Xerox Education	Art Dept Donations	Non-Instruct Supplies	\$336.99	
P0702021	NCATC	Adv. Mfg. Sector	Dues And Memberships	\$600.00	
P0702022	International Education	El Camino Language	Multi Media Advertising	\$1,200.00	
P0702025	Assist Design	MESA Program	Non-Instruct Supplies	\$1,362.50	
P0702035	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$25.00	
P0702036	North Star Graphics	Parking Services	Repairs Non Instr	\$436.00	

P0702038	LA Parent Magazine	Community Education	Multi Media Advertising	\$2,052.00
P0702044	College of the	Retail/Hospitality/Touris	Conferences Other	\$2,884.24
P0702046	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$278.00
P0702064	AV Board of Trade	Adv. Mfg. Sector	Conferences Other	\$150.00
P0702066	Midas Auto Repair	Parking Services	Repairs Non Instr	\$977.34
P0702085	Hyatt Regency	Retail/Hospitality/Touris	Conferences Other	\$180.00
P0702086	Springhill Suites by Marriott	NSF-Aerospace Mfg Ed	Conferences Other	\$268.96
P0702087	American Express Travel	NSF-Aerospace Mfg Ed	Transportation/ Mileage	\$307.00
<b>Fund 12 Total: 57</b>				<b>\$98,936.28</b>

**Fund 15 General Fund -Special Programs**

P0702005	McNichols Co	Remodel Financial Aid	Remodeling -Fund 15	\$5,925.48
<b>Fund 15 Total: 1</b>				<b>\$5,925.48</b>

**Fund 41 Capital Outlay**

P0701867	Lee's Tools	Building Systems	New Equipment	\$11,439.52
P0702009	Smardan Supply	Classroom&Office	Non-Instruct Supplies	\$1,386.70
<b>Fund 41 Total: 2</b>				<b>\$12,826.22</b>

**Fund 62 Property & Liability**

P0701871	Student Insurance	Health,Safety and Risk	HOSPITAL & MEDICAL	\$500.00
P0701941	El Camino Community	Purchasing	Excess Insurance	\$6,422.89
P0702028	Keenan & Associates	Purchasing	Liability - Self Insurance	\$1,084.00
<b>Fund 62 Total: 3</b>				<b>\$8,006.89</b>

**Fund 79 Auxiliary Services**

P0701833	Ms. Constance	Fine Arts	Non-Instruct Supplies	\$125.25
P0701857	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$400.00
P0701858	Ms. Diane L. Hayden	Fine Arts	Non-Instruct Supplies	\$112.27
P0701859	Jillian Risigari-Gai	Fine Arts	Non-Instruct Supplies	\$250.00
P0701888	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$95.27
P0701889	JACC Treasurer	Humanities	Non-Instruct Supplies	\$100.00
P0701962	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$2,167.47
P0701970	M2 Productions	Resp Therapy	Non-Instruct Supplies	\$372.78
P0701972	Smack Authentic	Health Sciences	Non-Instruct Supplies	\$1,192.83
P0701973	Brown & Bigelow, Inc.	Student Affairs	Non-Instruct Supplies	\$144.43
P0701976	Portage Newspaper	Humanities	Non-Instruct Supplies	\$373.86
P0701979	M2 Productions	Health Sciences	Non-Instruct Supplies	\$667.08
P0702053	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$400.00
P0702058	Artscene	Fine Arts	Non-Instruct Supplies	\$525.00
P0702059	Lauren Oppelt	Fine Arts	Non-Instruct Supplies	\$500.00
P0702060	Sheraton Hotel of New	Humanities	Non-Instruct Supplies	\$750.63
P0702061	American Express Travel	Humanities	Non-Instruct Supplies	\$348.00
P0702063	VS Athletics	Health Sciences	Non-Instruct Supplies	\$3,492.18
P0702077	College Media	Humanities	Non-Instruct Supplies	\$155.00
<b>Fund 79 Total: 19</b>				<b>\$12,172.05</b>

**Fund 82 Scholarships & Trust/Agency**

P0701832	D3 Sports	Health Sciences	Fundraising	\$609.15
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P0701835	Mercury Fence Company	Health Sciences	Fundraising	\$3,400.00
P0701836	Mercury Fence Company	Health Sciences	Fundraising	\$1,850.00
P0701918	Dawn Sign Press	Special Resource	Fundraising	\$150.02
P0701971	Smack Authentic	Health Sciences	Fundraising	\$2,433.05
P0701990	California Pro Sports	Health Sciences	Fundraising	\$2,784.41
			<b>Fund 82 Total: 6</b>	<b>\$11,226.63</b>
			<b>PO Funds Total: 186</b>	<b>411,259.01</b>
<b>Fund 11 Unrestricted - El Camino</b>				
B0710771	1099 Pro., Inc.	Fiscal Services	Contract Services	\$30,221.72
B0710772	Ricoh Corp	Fiscal Services	Copiers	\$400.00
B0710774	Civic Couch	Public Relations	Contract Services	\$4,500.00
B0710777	Crenshaw Lumber	Construction	Instructional Supplies	\$700.00
B0710778	E.C.C. Public Information	Commencement	Indirect Supplies	\$214.00
			<b>Fund 11 Total: 5</b>	<b>\$36,035.72</b>
<b>Fund 12 Restricted - El Camino</b>				
B0710765	ECCD Petty Cash	CCAccessMeansParent	Non-Instruct Supplies	\$200.00
B0710766	E.C.C. Public Information	Retail/Hospitality/Touris	Printing	\$1,008.00
B0710776	E.C.C. Public Information	(STCW) Standards for	Printing	\$457.44
			<b>Fund 12 Total: 3</b>	<b>\$1,665.44</b>
<b>Fund 41 Capital Outlay</b>				
B0710756	Pyro-Comm Systems,	Building Systems	Buildings	\$6,650.00
			<b>Fund 41 Total: 1</b>	<b>\$6,650.00</b>
<b>Fund 81 Student Organizations</b>				
B0710775	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$50.00
			<b>Fund 81 Total: 1</b>	<b>\$50.00</b>
			<b>BPO Funds Total: 10</b>	<b>44,401.16</b>
			<b>Grand Total POs and BPOs: 196</b>	<b>455,660.17</b>

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**Agenda for the El Camino Community College District Board of Trustees  
For  
Measure E 2002 & 2012 Bond Fund  
Administrative Services**

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B. Contract – HMC Architects – New Main Gym and Physical Education Project.....	88
C. Purchase Orders and Blanket Purchase Orders.....	89`

**Administrative Services – Measure E Bond Fund**

**A. CATEGORY BUDGETS AND BALANCES**

**GENERAL OBLIGATION BOND FUND CATEGORIES  
AND PROJECT SUMMARY**

The following tables report 2002 and 2012 Measure E expenditures and commitments through January 31, 2014, at the February 2014 Board Meeting.

**2002 Measure E Expenditures:**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$205,620,530	\$121,968,220	\$40,458,319	\$43,193,990
Campus Site Improvements	64,910,391	32,347,319	1,341,887	31,221,186
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	86,580,973	31,746,293	10,396,589
Information Technology and Equipment	24,751,372	13,787,800	1,016,273	9,947,298
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/4/12)	429,487	0	0	429,487
<b>TOTAL</b>	<b><u>\$427,137,187</u></b>	<b><u>\$257,385,865</u></b>	<b><u>\$74,562,772</u></b>	<b><u>\$95,188,550</u></b>

**2012 Measure E Expenditures:**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$144,868,429	\$0	\$0	\$144,868,429
Health and Safety Improvements	<u>205,131,571</u>	<u>0</u>	<u>0</u>	<u>205,131,571</u>
<b>TOTAL</b>	<b><u>\$350,000,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$350,000,000</u></b>

**B. CONTRACT – HMC ARCHITECTS – NEW MAIN GYM AND PHYSICAL EDUCATION PROJECT**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural and engineering design services for the New Main Gym and Physical Education Project.

HMC Architects were chosen by the selection committee based on its experience and expertise performing this type of work and experience working with DSA.

The fee for services was negotiated based on project scope, level of complexity of the required work, estimated construction cost and the firm’s prior experience working with the district.

**Dates of Service:** February 2014 – July 2017

**Cost:** Not to exceed \$1,800,000



**C. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)**

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

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P701879	Home Depot Credit	Temporary/Space/Relocation	Construction Material	\$650.00
P701881	American Reprographics	Math Business Allied Health	Blue Printing-Construction	\$133.31
P701884	SEWUP/JPA	Athletic Education/Fitness	Contract Services	\$1,086,798.33
P701896	SEWUP/JPA	Science Complex	Contract Services	\$182.00
P701897	Nilfisk Advance, Inc.	Math Business Allied Health	Group II Equipment	\$6,749.67
P701911	Krueger International	Science Complex	Group II Equipment	\$20,220.78
P701912	CSI Fullmer	Science Complex	Group II Equipment	\$36,327.34
P701913	CSI Fullmer	Science Complex	Group II Equipment	\$29,546.16
P701915	Allsteel, Inc.	Science Complex	Group II Equipment	\$115,653.08
P701936	CSI Fullmer	Science Complex	Group II Equipment	\$57,613.51
P701965	Dell Marketing L.P.	Information Technology	New Computer	\$970,389.66
P701968	Dell Marketing L.P.	Information Technology	New Computer	\$44,508.77
P702002	Tomark Sports, Inc.	Athletic Education/Fitness	Group II Equipment	\$2,357.20
P702040	SEWUP/JPA	Bookstore Building	Contract Services	\$1,114.00
P702041	SEWUP/JPA	Industry & Technology	Contract Services	\$310.00
B710760	Public Agency Law	Master Planning	Legal-Bond Projects	\$100,000.00
B710767	National Roofing	Bookstore Building	Contract Services	\$1,350.00
			<b>TOTAL POs AND BPOs</b>	<b><u>\$2,473,903.81</u></b>

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Human Resources  
Linda Beam, Vice President Human Resources**

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**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-28 and 1-9.

**Academic Personnel:**

1. Retirement - Victor Cafarchia, full-time instructor of Air Conditioning and Refrigeration, Industry & Technology Division, last day of work is May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to him in recognition of his service to the District since 1991.
2. Retirement - Pamela Santelman, full-time instructor of Dance, Fine Arts Division, last day of work is May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to her in recognition of her service to the District since 2002.
3. Employment - Michelle Guta, full-time instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 6, Academic Salary Schedule, effective January 16, 2014.
4. Employment - Erin Wood, full-time/temporary instructor of Music, Fine Arts Division, Class II, Step 4, Academic Salary Schedule, effective January 18 through May 16, 2014.
5. Leave of Absence (50% personal) - Massoud Ghyam, full-time instructor of Computer Sciences, Business Division, effective January 18 through May 16, 2014.
6. Leave of Absence (40% personal) - Martha Sandoval-Martinez, full-time instructor of Mathematics, effective January 18 through May 16, 2014.
7. Special Assignment - The following full-time instructors to prepare and present demonstrations for the Onizuka Space Science Day, to be paid \$50 each, effective March 8, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Bryan Carey  
Eric Carlson  
John Coroneus  
Sara Di Fiori  
Rebecca Donegan  
Peter Doucette

Nancy Freeman  
Julienne Gard  
Amy Grant  
Charle Herzig  
Harold Hofmann  
Shimonee Kadakia

Norman Kadomoto  
Vincent Lloyd  
Soshanna Potter  
Thomas Stewart  
Michael Stupy

Ana Tontcheva  
Ryan Turner  
Karla Villatoro  
Paul Yin

8. Special Assignment - The following full-time instructors, to recruit and train Learning Initiative facilitators/participants and oversee reporting evaluation of the Learning Team Project, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407 each, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Matthew Kline, Humanities

Art Martinez, Mathematics

9. Special Assignment - Brent Crayon, part-time instructor of Music, Fine Arts Division, to direct theatre play musical, to be paid \$60.18 an hour, not to exceed 68 hours or \$4,092, and not to exceed 25 hours per week cumulative employment at ECC, effective March 10 through May 4, 2014, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Erin Wood, full-time/temporary instructor of Music, Fine Arts Division, to work as applied music instructor as needed to be paid \$60.18 an hour, not to exceed 340 hours or \$20,462, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Karin Jensen, part-time instructor of Dance, Fine Arts Division, to perform as spring resident artist at dance concert, to be paid \$60.18 an hour, not to exceed 4.15 hours or \$250, and not to exceed 25 hours per week cumulative employment at ECC, effective April 26, 2014, in accordance with the Agreement, Article 10, Section 9(m).
12. Special Assignment - Vince Palacios, part-time instructor of Fine Arts, to support Fine Arts in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour, not to exceed 40 hours or \$1,806, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - Bonnilee Kaufman, part-time instructor, Disabilities Specialist, Special Resource Center, Health Sciences & Athletics Division, to assess students with learning disabilities, to be paid \$45.14 an hour, not to exceed 100 hours or \$4,500, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

14. Special Assignment - Joseph Mitchell, part-time instructor of Music, Fine Arts Division, to perform as spring resident artist at music concert, to be paid \$60.18 an hour, not to exceed \$600, and not to exceed 25 hours per week cumulative employment at ECC, effective March 1, 2014, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Jennifer La Curan, part-time instructor of Dance, Fine Arts Division, to design lights for Spring Dance Concert, to be paid \$60.18 an hour, not to exceed 20 hours or \$1,204, and not to exceed 25 hours per week cumulative employment at ECC, effective February 5 through April 5, 2014, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - The following full-time instructors of English, Humanities Division, to read credit-by-examination essays, to be paid \$60.18 an hour, not to exceed a grand total of 24 hours or \$1,445, effective March 1 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Kevin Degnan

Stephanie Merz

Adrienne Sharp

17. Special Assignment - Jeffrey Jung, full-time instructor of English, Humanities Division, to maintain and update student records database for the Writing Center, to be paid \$45.14 an hour, not to exceed 4 hours or \$181, effective March 1 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
18. Special Assignment - The following part-time Counselors, to participate in Science Technology Engineering and Mathematics (STEM) Counselor Training seminars, to be paid \$45.14 an hour, not to exceed 20 hours or \$903 each, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Ginger Davidson Keller  
 Amy Herrschaft  
 Sabrina Jenkins  
 Monica Lanier  
 Carina Lin  
 Brandi Marsh

Erik Moberly  
 Janice O'Neal  
 Veronica Quinonez  
 Claudia Ramirez-Yaglian  
 Tep Thoeurb  
 Claudia Velazquez

19. Special Assignment - Susan Stolovy, full-time instructor of Physics, Natural Sciences Division, to assist with development and presentation of shows for El Camino Planetarium as part of Science Technology Engineering and Mathematics

(STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,806, effective February 19 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

20. Special Assignment - Eric Carlson, full-time instructor of Machine Tool Technology, Industry & Technology Division, to coordinate groups of Engineering Technology and Mathematics faculty for Science Technology Engineering and Mathematics (STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 54 hours or \$3,250, effective February 19 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
21. Special Assignment - The following part-time instructors to participate in the Humanities College Consistency Project, to be paid \$45.14 an hour for not to exceed 4 hours or \$181 each, and not to exceed 25 hours per week cumulative employment at ECC, effective February 18 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Amanda Ackerman  
Karen Amano-Tompkins  
Natasha Bauman  
Jason Bostick  
Lisa Gaydosh  
Kathy Hall  
Jeremy Hector  
Jennifer Holt-Molina  
Susan Johnson  
Laura Knox

Kim Krizan  
John Millea  
Luis Orozco  
Megan Ozima  
Lana Phillips  
Robert Puglisi  
Kathy Vertullo  
John Wietting  
Wendy Wright

22. Special Assignment - The following part-time instructors to participate in Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 14 hours each \$843, for a grand total of \$2,413, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Kathy Hall  
Kim Krizan

Meagan Madigan  
Sumino Otsuji

23. Special Assignment - The following part-time instructors to participate in Graduation Initiative (Title V) Learning Teams for Mathematics, to be paid \$60.18 an hour, not to exceed 25 hours each \$1,505, for a grand total of \$15,045, and not to exceed 25 hours per week cumulative employment at ECC, effective February

19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Dominic Fanelli  
Carrie Huang  
Gaythri Manikandan  
Jose Martinez  
Miguel Ornelas

Juan Ortiz  
Rusty Reece  
Patricia Stoddard  
Jose Villalobos  
Ruth Zambrano

24. Special Assignment - The following part-time instructors to facilitate in Graduation Initiative (Title V) Learning Teams for Humanities to be paid \$60.18 an hour, not to exceed 17 hours each \$1,023, for a grand total of \$2,046, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Angie Kirk

Knox, Laura

Karen Lugo

25. Stipend Assignment - The following full-time instructors to participate in Graduation Initiative (Title V) Learning Teams for Mathematics, to be paid \$1,500 each, not to exceed a grand total of \$16,500, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Susan Bickford  
Susanne Bucher  
Junko Forbes  
Anna Hockman  
Judy Kasabian  
Lars Kjeseth

Zachary Marks  
Alice Martinez  
Jasmine Ng  
Ambika Silva  
Susan Taylor

26. Stipend Assignment - The following full-time instructors to participate in Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$843 each, not to exceed \$7,587, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Jennifer Annick  
Debra Breckheimer  
Nancy Currey  
Kevin Degnan  
Briita Halonen

Stephanie Merz  
Inna Newbury  
Rachel Williams  
Evelyn Uyemura

27. Stipend Assignment - The following full-time instructors to facilitate the Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$1,023

each, not to exceed a grand total of \$5,115, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Sara Blake  
Susan Corbin  
Christina Nagao

Stephanie Schwartz  
Jenny Simon

28. Employment - The following part-time/temporary instructors to be hired as needed for the 2014 spring semester, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Sciences

Gerard Meraz  
Alejandro Morales  
Julieta Ortiz

Business

Dagmar Halamka

Fine Arts

Minodora Moldoveanu

Health Sciences & Athletics

Mansoureh Abraham  
Tolu Fashola  
Kelsey Feng

Ngozi Onyegbulem  
Jennifer Sears  
Daniel Speltz

Humanities

Tiffany Huynh (SUB)

Industry & Technology

Allen Bakalyar  
Charlene Brewer-Smith  
Steven Null

Candida Orosco  
Ken Robinson  
Jorge Ulloa

Learning Resources

Kim Hukill  
Tamar Khajadourian-Adams  
Parisa Samaie

Mathematics

Carrie Huang  
Pavel Karasik  
Christina Watson



Natural Sciences

Jeanne Bellemin

Bijan Berenji

Jo-Hsin Chen

Laura Neurauter

Amy Nielsen

### **Classified Personnel:**

1. Retirement - Aretha Collins, Project Specialist, Range 32, Step E, Fine Arts Division, Academic Affairs Area, effective April 1, 2014, and that a plaque be presented to her in recognition of her service to the District since 1999.
2. Retirement - Ora Mayon-Bryant, Operations Supervisor, Range 15, Step E, Facilities Planning and Services Division, Administrative Services Area, effective February 22, 2014, and that a plaque be presented to her in recognition of her service to the District since 1991.
3. Retirement - John Wagstaff, Director of Information Technology Services, Range 16, Step 5, Information Technology Services Division, Administrative Services Area, effective August 1, 2014.
4. Resignation - Susan Djorkic, .83 FTE Library Media Technician III, Learning Resources, Academic Affairs Area, effective January 10, 2014, plus accrued vacation.
5. Change of Assignment - Joan Kamahale, Student Services Technician, Range 28, Step E, from Foundation, Student and Community Advancement Area, to Natural Sciences, Academic Affairs Area, effective December 11, 2013.
6. Extend Change of Assignment - Martha E. Lopez, from .83 FTE to 1.0 FTE Human Resources Technician III, Range 9, Step C (Confidential Salary Schedule), to provide additional office coverage, effective February 3 through June 30, 2014.
7. Employment - Marta Maaza, Secretary, Range 26, Step A, Vice President's Office, Academic Affairs Area, effective March 4~~3~~, 2014.

**\*Item corrected in Board meeting.**

### **Temporary Classified Services Employees – (not to exceed 170 days per year)**

8. Christopher Egnozzi - Substitute Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, effective March 1 through June 30, 2014, not to exceed 25 hours per week.
9. Susan Nozaki - Program Coordinator ESL Assessment, Range 36, Step A, Humanities Division, Academic Affairs Area, effective April 1 through June 30, 2014, not to exceed 25 hours per week.

B. **TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES**

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective February 19, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-11.

**Instructional Aide Series**

1. **Instructional Aide I**

The following individual is to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Neha Zaidi, \$9.25 per hour

2. **Instructional Aide II**

The following individuals are to provide basic tutoring, support services, computer and equipment maintenance, and accommodations for students.

Mojgan Amiri, \$9.25 per hour (eff. 1/22/14 to 6/30/14)

Mark Warnholtz, \$9.25 per hour (eff. 8/26/13 to 6/30/14)

3. **Instructional Aide IV**

The following individual is to oversee digital printing and open computer lab facility for the Art department.

Linley Regalado, \$11.75 per hour

4. **Instructional Aide V**

The following individuals are to provide high level tutoring, student assistance, classroom support services, and online support.

Sandy Cerna, \$13.00 per hour

Vuong Dinh Tran, \$13.00 per hour

5. **Instructional Aide VI**

The following individual is to provide instructional assistance, supervise support staff, and assist with the daily operations of the Reading Success Center.

Erika Knox, \$19.00 per hour (eff. 2/1/14 to 6/30/14)

### **Office Aide Series**

6. Office Aide II

The following individuals are to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed.

Janay Lee, \$9.50 per hour (eff. 1/21/14 to 6/30/14)

Katherine Mejia, \$10.25 per hour

7. Office Aide III

The following individual is to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed.

Elizabeth Bailey, \$10.50 per hour (eff. 2/13/14 to 6/30/14)

8. Office Aide V

The following individual is to assist the office staff and faculty with clerical work and support.

Kimberly Brandes, \$13.75

### **Sports Aide Series**

9. Sports Aide VI

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition.

Alyssa Olveda, \$17.00 per hour

Jose Andrade, \$17.00 per hour

### **Theater Aide Series**

10. Theater Aide IV

The following individual is to assist the theater management and staff with theater duties for on-campus events and manage and organize the front of house staff for any given event.

Desmond Sanchez, \$12.75 per hour

## **Education Professional Series**

### 11. Educational Professional I

The following individual is to provide Bass instrument accompaniment for the applied music jazz performances and/or special events.

Juan Rodriguez, \$23.00 per hour

### C. **STIPEND FOR COMPTON EDUCATION CENTER**

It is recommended that the following Education Administrator be paid a stipend for work at the Compton Education Center, effective August 22, 2014 3 through June 30, 2014. Stipend may be rescinded with 30 days notice.

\$415 per month

Dr. Octavia Hyacinth

\*Item changed during Board meeting

### D. **REVISED CLASSIFICATION SPECIFICATIONS FOR CONFIDENTIAL POSITION**

It is recommended that the Board of Trustees approve the revised classification specifications for the Human Resources Technician I as shown on page 102.

### E. **BOARD POLICY 3430 (PROHIBITION OF HARASSMENT) - SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption updated Board Policy 3430, as attached.

### F. **NEW ADMINISTRATIVE PROCEDURE 3430 (PROHIBITION OF HARASSMENT) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY.**

It is recommended that the Board receive for information purpose only.

### G. **NEW ADMINISTRATIVE PROCEDURE 7160 (PROFESSIONAL DEVELOPMENT) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY.**

It is recommended that the Board receive for information purpose only.

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: HUMAN RESOURCES TECHNICIAN I**

**CONFIDENTIAL STATUS:** This is a Confidential position as defined in the Government Code, Section 3540.1 (c). “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.

**BASIC FUNCTION:**

Under the direction of the ~~Assistant~~ Director of Human Resources, perform technical and clerical support duties in the areas of employee benefits, automated systems and maintenance of personnel records and files, and the preparation of related reports; processing of benefits; provide information using current District systems and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters; coordinate assigned District wide programs and activities, as assigned.

**REPRESENTATIVE DUTIES:**

Perform a variety of technical and clerical duties related to the various human resources functions; staffing, benefits, employee assistance and related special projects as assigned. ~~the automated systems such as HRS and ACES and processing of benefits.~~

Coordinate specialized Human Resources activities such as professional growth, educational reimbursement, performance review, attendance incentive and COBRA/Direct Pay related correspondence. ~~and others as assigned.~~

Facilitate in-processing of new employees including fingerprinting and scheduling of tuberculosis tests and pre-employment physical examinations.

Prepare, distribute, receive, record and maintain files of new hire paperwork for establishment of personnel file including transcripts and other information; screen for completeness and enter data into the ~~information system~~ appropriate employee software system and file.

Maintain pre-employment physical and tuberculosis test results; ~~maintain~~ personnel files and recurring reports and lists.

Input, update and maintain data into human resources and benefit related software systems. ~~HRS and ACES systems regarding employee benefits and medical information; input changes to coverage and status.~~

Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.

## Human Resources Technician I (continued)

Page 2

~~Assist in the orientation of new employees regarding communication of employee, retirement, retirement election, benefit plans and options; fingerprinting activities and scheduling of tuberculosis tests and pre-employment physical examinations.~~

Participate in resolving employee complaints regarding health benefits; gather data and documentation on issues related to health benefits; apprise supervisor of employee complaints and concerns needing resolution.

Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verify and post information as necessary to assure completeness and accuracy.

~~Process unemployment insurance election forms and activities to assure fair and timely response on claims to claimants; follow-up on claims processed; prepare materials for hearings; maintain related files.~~

~~Process new employees according to established procedures.~~

Compose and type letters, memorandum, lists and other materials according to established procedures.

Prepare negotiations and grievance materials for employee bargaining units, as assigned.

~~Provide assistance and support to Employee Relations Specialist on benefits related issues and assist other staff as needed.~~

Assist in preparation of personnel related items that are to be submitted to the Board.

~~Provide receptionist and customer service support to the office counter as needed.~~

~~Perform other related duties as assigned.~~

### **KNOWLEDGE AND ABILITIES:**

Methods, practice, terminology and procedures used in the Human Resources Division.

Ability to learn and become familiar with District organization, operations, policies and objectives.

~~District organization, operations, policies and objectives.~~

Record-keeping techniques.

Ability to learn applicable sections of collective bargaining agreements, State Education Code and other state and federal laws, codes and regulations concerning employee benefits and record maintenance.

~~regulations concerning employee benefits and record maintenance.~~

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

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

Good communication skills, orally and in writing.

Interpersonal skills using tact, patience and courtesy.

Ability to learn and become familiar with various human resources related software applications.

~~HRS software applications and operation of a computer.~~

**ABILITY TO:**

Perform technical and clerical support duties in the areas of employee benefits, automated systems and maintenance of personnel records and files, and the preparation of related materials.

Coordinate specific programs such as professional growth, educational reimbursement and performance review.

Prepare and maintain confidential personnel records and files.

Assure compliance with district, county, state and federal regulations and guidelines.

Provide information and assistance to employees, supervisors, visitors and others.

Learn and apply rules, regulations and related procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Operate a variety of office equipment including a computer-terminal.

Proof work for accuracy.

Establish and maintain cooperative and effective working relationship with others.

Meet schedules and time lines.

Understand and follow oral and written directions.

Maintain complex records and prepare reports.

Work with discretion and confidentiality.

**EXPERIENCE/EDUCATION:**

Any combination equivalent to: graduation from high school and two years of office support experience. Experience within a human resources environment is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

May require a valid California driver's license

**WORKING CONDITIONS:**

Office environment

Subject to constant interruptions

Dexterity of hands and fingers to operate office equipment

Sit for extended periods of time

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

Lift up to 25 lbs.

Confidential Salary Range 4

Revised, ~~Reallocated~~ and Board Approved: February 18, 2014



All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to any of the foregoing characteristics. Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, gender identity, sexual orientation, or any other biases, or the perception that a person has one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

~~Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.~~

~~Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:~~

- ~~1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;~~

- ~~2. submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;~~
- ~~3. the conduct has the effect of having a severe or pervasive impact upon the individual's work or academic performance or of creating an intimidating or hostile work or educational environment; or~~
- ~~4. submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.~~

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes mandated education activities and training activities to counter discrimination and to prevent, minimize and/or eliminate a any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define ~~sexual harassment and other forms of~~ harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding ~~sexual~~ harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All ~~complainants~~ participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

See Administrative Procedure #3430.

**References:**

Education Code Sections 212.5, 44100, 66252, and 66281.5;

Government Code Section 12950.1;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Title I of the Affordable Care Act

El Camino College

Adopted: 4/16/01 (Replaced Board Policy #4274)

Amended: 11/16/09, TBD – 2013

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member, student, third party, or vendor within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, in District vehicles, or at a class or training program sponsored by the District at an off-campus location.

### **Definitions**

**General Harassment:** Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has any of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual

assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

**"Quid pro quo"** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

**"Hostile environment"** sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. The harassment may impact more than one individual. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

**Examples:** Harassment includes, but is not limited to the following misconduct:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

3. **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

### **Consensual Relationships**

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

### **Academic Freedom**

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.

**Reporting:**

The District designates the Office of Staff and Student Diversity as the area primarily responsible for the administration of this procedure. Individuals alleging incidents of unlawful harassment or those who become aware of unlawful harassment may contact the Director of Staff and Student Diversity to initiate the submission of a formal or informal complaint.

**References:**

Education Code Sections 212.5; 44100; 66281.5;

Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

El Camino College

Adopted: TBD - 2013



## **Administrative Procedure 7160**

## **Professional Development**

The District shall establish a professional development plan consistent with the Master Plan, District strategic priorities, and the mission of the ECC Professional Development Department, in consultation with college constituencies.

To ensure that district and employee needs are being met, professional development activities will be planned and presented based on:

1. Institutional priorities, including student success
2. Results of needs assessment surveys
3. Input from the college constituent groups
4. Evaluations of previous professional development activities
5. Legal mandates

Professional development activities, guidelines and processes including information about the professional development program are published on the District website.

Professional development activities may include, but are not limited to:

1. Improvement of teaching
2. Improvement of services to students
3. Institutional effectiveness
4. Development and maintenance of current academic and technical knowledge and skills
5. Training to meet institutional needs and priorities
6. Development of innovations in instructional and administrative techniques and program effectiveness
7. Computer and technological proficiency programs
8. Instructional technology
9. Training required by laws, codes, and regulations

See the appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff. The Academic Senate will be consulted in the planning of faculty professional development activities.

See also BP 7340 Leaves of Absence

### **References:**

Accreditation Standard III.A.5  
Education Code Sections 87767, 88220, and 88227  
Title 5 §53200

El Camino College  
Adopted: TBD 2014

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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

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- A. Board Policy 1100 (The El Camino Community College District)  
First Reading.....Page 115, 116
- B. Board Policy 1500 (Display of Federal and State Flags)  
First Reading.....Page 115, 117
- C. Board Policy 2010 (Board Membership) First Reading.....Page 115, 118
- D. Board Policy 2015 (Student Member) First Reading.....Page 115, 119
- E. Board Policy 2100 (Board Elections) First Reading.....Page 115, 120

- A. Board Policy 1100 (The El Camino Community College District) First Reading  
It is recommended that the Board accept for a first reading Board Policy 1100 (The El Camino Community College District) (Page 116).
  
- B. Board Policy 1500 (Display of Federal and State Flags) First Reading  
It is recommended that the Board accept for a first reading Board Policy 1500 (Display of Federal and State Flags) (Page 117).
  
- C. Board Policy 2010 (Board Membership) First Reading  
It is recommended that the Board accept for a first reading Board Policy 2010 (Board Membership) (Page 118).
  
- D. Board Policy 2015 (Student Member) First Reading  
It is recommended that the Board accept for a first reading Board Policy 2015 (Student Member) (Page 119).
  
- E. Board Policy 2100 (Board Elections) First Reading  
It is recommended that the Board accept for a first reading Board Policy 2100 (Board Elections) (Page 120).

**Board Policy 1100**

**The El Camino Community  
College District**

| The District ~~has been~~ is named the El Camino Community College District.  
The name and the logo are the property of the District. No person shall, without the permission of the Board, use this name or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.  
The District consists of El Camino College.

Reference:

| Education Code Section 72000(b)  
Elections Code Section 18304

El Camino College  
Adopted: 1/16/01

## Board Policy 1500

## Display of Federal and State Flags —~~Patriotic Exercise~~

### Federal and State Flags

Display of Federal and State Flags shall show respect and honor to these flags ~~and but~~ shall conform to Title 36, Sections 174 and 175 of The United States Code and Sections 430 through 439 of the California Government Code.

Federal or State flags shall not be used as a vehicle for expression of partisan approval or disapproval of a popular cause of the day.

Federal or State flags may be lowered to half-mast only as a mark of respect to a deceased person by order of the President of the College, upon proclamation of the President of the United States or the Governor of California. The Board of Trustees may issue a special directive ordering the lowering of the flag upon the death of a person directly affiliated with the College.

### Patriotic Exercise

~~A short recording incorporating an appropriate anthem shall be played over the tower loud speaker concurrently with the raising of the flag.~~

~~There may be a pledge of allegiance to the flag of the United States of America at 8 a.m. in the classroom at the option of the instructor.~~

### Reference:

Government Code 431(d), 432, 434, and 436

United States Code Title 4, Chapter 1, Sections 6-9

El Camino College

Adopted: 2/5/62

Amended: 6/23/69, 1/10/72

Renumbered: 4/18/05 (Previous Board Policy # 6115)

## Board Policy 2010

## Board Membership

The Board shall consist of five (5) members elected by the qualified voters of the District. Members shall be elected ~~at large~~ by trustee area as defined in Board Policy 2100.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.

Reference:

Education Code Sections 72023, 72103 and 72104

El Camino College

Adopted: 1/16/01

Replaces Board Policy # 9110

## Board Policy 2015

## Student Member

The Board shall include a non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of seven (7) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain a minimum 2.5 grade point average.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member may make and second motions and shall be entitled to record an advisory vote on all matters, although the vote shall not be included in determining the vote required to carry any measure before the Board.

### Reference:

Education Code Section 72023.5

Replaces Board Policy # 9111

El Camino College

Adopted: 5/21/01

## Board Policy 2100

## Board Elections

The term of office of each trustee shall be four years, commencing in December following the general election in November. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by trustee areas. A map of the trustee areas is posted on the District's website. A Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be elected only by the registered voters of the same trustee areas.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

Reference:

Education Code Sections 5000 et seq. and 72036

El Camino College  
Adopted: 1/16/01