

**BOARD POLICY 3850****Purchase of Commencement Cap, Gown and Hood For Board of Trustee Members and Managers**

Whereas the District has previously rented a cap, gown, and a hood for Board of Trustee members and managers participating in the annual commencement ceremony, and because the rental costs are an inefficient utilization of campus dollars, and in order to eventually reduce the annual cap, gown, and hood costs, the District proposes the following policy:

1. At the discretion of each elected Board of Trustee member (non-student), the District shall either rent or purchase a standard cap, gown, and hood, for activities requiring the commencement regalia.
2. The District shall purchase for each non-probationary manager (administrators and supervisors) participating in commencement ceremonies a standard cap, gown, and hood. The cap, gown, and hood becomes the sole property of the Board member or manager regardless of the length of tenure at El Camino College.
3. Board of Trustee members and managers shall have the right to accept the standard cap, gown and hood design, or choose to upgrade the selection. The Board member or manager shall pay the cost of the difference between the standard model and that of the upgraded model.
4. It is the responsibility of each manager to maintain care and storage for their cap, gown, and hood. Unless otherwise determined, the cap, gown, and hood for the Board members shall be maintained and stored in the Office of the Superintendent/President.
5. The purchase of the cap, gown, and hood is a one-time expense of the District. The Board member or manager is responsible for the cost if it is necessary to replace the cap, gown, or hood.
6. The District shall continue to rent a cap, gown, and hood for non-elected, interim Board members and probationary managers.

Previous Board Policy Number: 4146

El Camino College

Adopted: 3/20/95

Renumbered: 5/16/05