Board of Trustees Agenda – January 20, 2016
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El Camino Community College District
Board of Trustees

Agenda, Wednesday, January 20, 2016
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 December 14, 2015,
Pages v - xix

III. Public Hearing – none

IV. Presentations
A. South Bay Adult Education Consortium

V. Public Comment on Consent Agenda

VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
A. Academic Affairs (AA)
   See Academic Affairs Agenda,
   Pages AA 1- AA 35
B. Student and Community Advancement (SCA)
   See Student Services Agenda,
   Pages SCA 1- SCA 4
C. Administrative Services (AS)
   See Administrative Services Agenda,
   Pages AS 1- AS 24
D. See Measure “E” Bond Fund Agenda, (E)
   Pages E 1- E 7
E. Human Resources (HR)
   See Human Resources Agenda,
   Pages HR 1- HR 14
F. Compton Educational Center (CC)  
   See Compton Educational Center Agenda,  
   Pages CC 1 – CC 6  
G. Superintendent/President (P/B)  
   See Superintendent/President Agenda,  
   Pages P/B 1 – P/B 8  

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 # AAA-72110Y-00348-13MRP  
B. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957  
   1. 1 Employee  

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Mission Statement
El Camino College makes a positive difference in people’s lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement
El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

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.
## BOARD PRESENTATIONS AND REPORTS 2015-2016

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January 2016
The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 14, 2015, in the Board Room at El Camino College.

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

Also present were: Dr. Thomas Fallo, Superintendent/President; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jean Shankweiler, Vice President/Academic Affairs; Dr. Dipte Patel, Dean/Counseling and Student Success; Dr. Keith Curry, Provost-CEO/Compton Education Center; and Ms. Barbara Perez, Vice President/Compton Education Center.

Minutes of the Regular Board Meeting of November 16, 2015
It was moved by Trustee Vargas, seconded by Trustee Combs, that the Minutes of the Regular Board meeting of November 16, 2015 be approved as presented.

Trustees Beverly, Brown, Combs, Numark, and Vargas voted yes. Motion carried.

Student Member Dalili arrived at 4:06 p.m.

Oath of Office
Trustees Beverly, Brown and Combs took the Oath of Office.

Presentations
The Foundation Annual Report was presented by Ms. Maribel Denner. Mr. Michael Rouse, Toyota, presented a donation to the HSI STEM Endowment.

Annual Organizational Meeting
The meeting was called as prescribed in Education Code, Section 72000, for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) selection of a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) selection of a Board Member as a representative to the Los Angeles County School Trustees Association, (D) selection of a Board member to review nominations for membership on the California Community College Trustees Board and make a
recommendation to the Board of Trustees, (E) selection of a Board Member to serve on the El Camino Community College District Foundation, (F) appointment of a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; and to authorize personnel changes. In addition, it is called as a regular meeting.

A. **Election of Officers for Period December 14, 2015 through the Annual Organizational Meeting in December, 2016**

1. **President**
   It was moved by Trustee Vargas, seconded by Trustee Combs, that Trustee Brown be elected President for the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

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

2. **Vice President**
   It was moved by Trustee Combs, seconded by Student Member Dalili, that Trustee Vargas be elected Vice President for the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

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

3. **Secretary**
   It was moved by Trustee Vargas, seconded by Trustee Beverly, that Trustee Numark be elected Secretary for the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

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

B. **Los Angeles County Committee on School District Organization**
   It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Beverly as the representative to the Los Angeles County Committee on School District Organization.

   Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.
C. **Los Angeles County School Trustees Association**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Numark as the representative to the Los Angeles County School Trustees Association for 2015-2016.

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

D. **California Community College Trustees Board Election**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Combs to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees.

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

E. **El Camino Community College District Foundation**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Vargas to serve on the El Camino Community College District Foundation.

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

F. **Secretary to the Board for Period December 14, 2015 through the Annual Organizational Meeting in December, 2016**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Thomas M. Fallo as Secretary to the Board for the period December 14, 2015 through January 31, 2016 and Dena Maloney for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016.

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

G. **Time, Date and Place of Board Meetings**
It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Wednesday. Dates for 2016 are as follows:
Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

H. Order of Administrative Authority in Absence of Superintendent/President
It was moved by Trustee Vargas, seconded by Trustee Combs, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President. The following order of authority is to be followed for period December 14, 2015 through the Annual Organizational Meeting in December, 2016:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, Jean Shankweiler, Linda Beam

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

I. Acting Secretary to the Board of Trustees
It was moved by Trustee Vargas, seconded by Trustee Combs, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, Jean Shankweiler, Linda Beam

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

J. Documents Authorized for Signature of Superintendent
It was moved by Trustee Vargas, seconded by Trustee Combs, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his/her absence from the College during the period from December 14, 2015 through the Annual Organizational Meeting in December, 2016.
Student Member Dalili recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

K. Signature Authorization

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board authorize signatures as follows:

1. **Authority to Sign “A” and “B” Warrants**
   Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required. Josie Cheung and Sophie Dao, Accounting Officers, are authorized for on-line approval of “B” warrants, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016.

2. **Authority to Sign Contracts**
   Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to be authorized to sign contracts during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

3. **Authority to Sign Purchase Orders**
   Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs;
Jeanie Nishime, Vice President – Student and Community Advancement;
Jo Ann Higdon, Vice President – Administrative Services Linda Beam,
Vice President – Human Resources; Barbara Perez, Vice President –
Compton Community Educational Center; Rocky Bonura, Director of
Business Services; Janice Ely, Business Manager; and Babatunde Atane,
Director of Accounting, to sign purchase orders for all District funds, the
Auxiliary Services fund, Trust fund, and all Associated Student funds
during the period December 14, 2015 through the Annual Organizational
Meeting in December, 2016, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent (for the period December 14, 2015
through January 31, 2016); Dena Maloney, Superintendent (for the period
of February 1, 2016 through the Annual Organizational Meeting in
December, 2016); Jean Shankweiler, Vice President – Academic Affairs;
Jeanie Nishime, Vice President – Student and Community Advancement;
Jo Ann Higdon, Vice President – Administrative Services; Linda Beam,
Vice President – Human Resources; Barbara Perez, Vice President –
Compton Community Educational Center; Janice Ely, Business Manager;
Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore
Director, to sign purchase orders for the bookstore fund during the period
December 14, 2015 through the Annual Organizational Meeting in
December, 2016, one signature only being required.

5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent (for the period December 14, 2015
through January 31, 2016); Dena Maloney, Superintendent (for the period
of February 1, 2016 through the Annual Organizational Meeting in
December, 2016); Jean Shankweiler, Vice President – Academic Affairs;
Jeanie Nishime, Vice President – Student and Community Advancement;
Jo Ann Higdon, Vice President – Administrative Services; Linda Beam,
Vice President – Human Resources; Barbara Perez, Vice President –
Compton Community Educational Center; Rocky Bonura, Director of
Business Services; Janice Ely, Business Manager; and Babatunde Atane,
Director of Accounting, be authorized to sign contract change orders during
the period of December 14, 2015 through the Annual Organizational
Meeting in December, 2016, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent (for the period December 14, 2015
through January 31, 2016); Dena Maloney, Superintendent (for the period
of February 1, 2016 through the Annual Organizational Meeting in
December, 2016); Jean Shankweiler, Vice President – Academic Affairs;
Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President - Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung and Sophie Dao, Accounting Officers, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

8. Registration Fund
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

9. Cash Management Fund
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs;
Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

10. Trust Funds
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

11. Associated Students Bank Account
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, any two signatures required.

12. Bookstore Fund
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in
December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, any two signatures required.

13. Small Business Development Center Bank Account
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.
15. **Auxiliary Services Fund**  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

16. **Dental Self-Insurance Fund, Wells Fargo Bank Account**  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to $30,000, during the period December 14, 2015 through the Annual Organizational Meeting December, 2016, two signatures required.

17. **National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service**  
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period
December 14, 2015 through the Annual Organizational Meeting in December, 2016, any two signatures required.

18. **Computer Loan Revolving Cash Fund – El Camino Community College District**

   Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atané, Director of Accounting; Josie Cheung and Sophie Dao, Accounting Officers, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

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

   Continue the Self-Insurance Account for Property and Liability with the Union Bank, 1980 Saturn Street, Monterey Park, CA 91755, and that the following be authorized to sign for the account during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, facsimile signature up to $5,000 or any two signatures together required.

   El Camino College: Thomas M. Fallo, President (for the period December 14, 2015 through January 31, 2016); Dena Maloney, President (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jo Ann Higdon, Vice President – Administrative Services; Janice Ely, Business Manager; and Babatunde Atané, Director of Accounting.

   Keenan and Associates: Keith Pippard, Senior Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; David Seres, Chief Operating Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Vice President of Finance; and Arlene La Coste, Claims Manager.
20. **Federal Student Financial Aid**
Thomas M. Fallo, Superintendent (for the period December 14, 2015 through January 31, 2016); Dena Maloney, Superintendent (for the period of February 1, 2016 through the Annual Organizational Meeting in December, 2016); Jean Shankweiler, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 14, 2015 through the Annual Organizational Meeting in December, 2016, two signatures required.

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

**Consent Agenda**
The following corrections were made:
1. AS 8, #G (Memorandum of Understanding with Bellevue University): Withdawn
2. P/B 2, #A (Travel): Add Trustee Numark

It was moved by Trustee Combs, seconded by Trustee Numark, that the Board adopt the items presented on the agenda as noted below.

**Academic Affairs**
Destruction of Records
Center for the Arts Presentation – 2015-2016 Season
Proposed Curriculum Changes Effective 2016-2017 Academic Year
Student Equity Plan 2015-2016
Honors Transfer Program

**Student and Community Advancement**
Community Education Classes – Winter/Spring 2016
Board Policy 3280 (Grants) – Review Only
Administrative Procedure 3280 (Grants) – Information Item
Administrative Procedure 5013 (Students in the Military) – Information Item
Board Policy 5110 (Counseling) – Second Reading and Adoption
Administrative Procedure 5110 (Counseling) – Information Item
Board Policy 5120 (Transfer Center) – Second Reading and Adoption
Administrative Procedure 5120 (Transfer Center) – Information Item
Board Policy 5150 (Extended Opportunity Programs and Services)  
Second Reading and Adoption
Administrative Procedure 5150 (Extended Opportunity Programs and Services) – Information Item
Board Policy 5200 – (Student Health Services) – Second Reading and Adoption
Board Policy 5210 (Communicable Disease) – Review Only
Administrative Procedure 5210 (Communicable Disease) – Information Item
Board Policy 5405.1 (Student Political Organizations) – Second Reading and Adoption - Deletion
Administrative Procedure 5520 (Student Discipline Procedures)  
Information Item (Amendment)
Board Policy 5800 (Prevention of Identity Theft in Student Financial Transactions) – Second Reading and Adoption
Administrative Procedure 5800 (Prevention of Identity Theft in Student Financial Transactions) – Information Item

Administrative Services
Adoption of Education Protection Account Funding and Expenses - 2015-2016
Adoption of Education Protection Account Funding and Expenses - 2014-2015
Contracts Under $86,000
Contracts Over $86,000
Personal Service Agreements
Amendments
Memorandum of Understanding
Notice of Job Completion – C.I.S. Roofing, Inc. – Natural Science Reroofing Project
Bid Award 2015-2 - Roll-Up Door Replacement Project - New Vision Construction
Board Policy 3300 (Public Records) - First Reading - Review Only
Administrative Procedure 3300 (Public Records) - Informational Item
Board Policy 3310 (Records Retention and Destruction) - First Reading
Administrative Procedure 3310 (Records Retention and Destruction) - Informational Item
Board Policy 6100 (Delegation of Authority) - First Reading Review Only
Administrative Procedure 6100 (Delegation of Authority) - Informational Item
Board Policy 6150 (Designation of Authorized Signature) - First Reading Review Only
Administrative Procedure 6150 (Designation of Authorized Signature) Informational Item
Purchase Orders and Blanket Purchase Orders
Measure E 2002 & 2012 Bond Fund
Category Budgets and Balances
Contract – Caldwell Flores Winters, Inc.
Contract – Leighton Consulting, Inc. – Pool, Locker Room & Classroom Buildings
Change Order – GGG Demolition Inc. – Technical Arts – Lot C Parking Shops Demolition
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Revised Salary Schedule for Temporary Non-Classified Employees 2016

Compton Educational Center
Compton Center Accreditation Timeline
Compton Center Vision, Mission, Strategic Initiatives
Compton Center Report

President and Board of Trustees
Travel
2016 Board of Trustee Goals and Evaluation
2014 Board of Trustee Goals (Reference Document)

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

Board Goals

The Board of Trustees continued discussion of its duties, responsibilities and goals for the coming year. The following recommendations were made:

-- Support an Enrollment Management Plan that identifies and targets students at individual high schools served by the College, and that is based upon the specific needs of each high school district.
-- Work in concert with the Superintendent/President to review, evaluate and establish priorities and goals for 2016.

The Board agreed to continue discussion at the January meeting.
Non-Consent Agenda

Bond Issuance Resolution #12-14-2015a
It was moved by Trustee Beverly, seconded by Trustee Numark, that the Board of Trustees approve the resolution authorizing the issuance of El Camino Community College District, Los Angeles County California General Obligation Bonds (Election of 2012), Series 2016A.

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

Bond Refunding Resolution #12-14-2015b
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board of Trustees approve the resolution authorizing the issuance of El Camino Community College District (Los Angeles County, California) 2016 General Obligation Refunding Bonds.

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

Closed Session
Regular Meeting adjourned to Closed Session at 5:31 p.m. and reconvened at 5:50 p.m.

Closed Session Read Out
It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board of Trustees approve the acceptance of a Settlement Agreement and General Release with a former employee in Case Number BC575529.

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Adjournment
Meeting adjourned at 5:51 p.m.

Cliff Numark, Secretary of the Board

Thomas M. Fallo, Secretary to the Board
A. Sabbatical Leave of Absence 2016-2017 Academic Year……………………..AA 2
B. Board Policy 4240 (Academic Renewal) – First Reading……………………AA 3
C. Administrative Procedure 4240 (Academic Renewal) – Information Item……..AA 4
D. Proposed Curriculum Changes Effective 2016-2017 Academic Year…………AA 6
ACADEMIC AFFAIRS

A. SABBATICAL LEAVE OF ABSENCE – 2016-2017

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2016-2017:

One Semester Full-Pay Sabbatical

- Eyal Goldmann
  Spring 2017 – Formal classwork to pursue applications of physics in earth sciences.

- Lymann Hong
  Fall 2016 – Independent study to research literary and political impacts of the Civic War.

- Trudy Meyer
  Fall 2016 – Independent study to develop math concepts on tablets.

- Kevin O’Brien
  Fall 2016 – Independent study to develop narrative film using digital cinematography equipment.

- Teresa Palos
  Fall 2016 – Independent study to observe behavioral patterns of birds and assess impact of various environmental parameters at Madrona Marsh.

- Carmen Sotolongo
  Fall 2016 – Visit Spain to immerse in the language and culture and visit a local university to observe Spanish classes to ECC methodologies.

- Arthur Verge
  Fall 2016 – Independent study to conduct research on the role of Pacific Islanders in California history.

One Semester Half-Pay Sabbatical

- Octavia Hyacinth
  Fall 2016 – Formal classwork to receive a certification as a Women Health Nurse Practitioner.

B. BOARD POLICY 4240 (ACADEMIC RENEWAL) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4240 as shown.

C. ADMINISTRATIVE PROCEDURE 4240 (ACADEMIC RENEWAL) – INFORMATION ITEM

Administrative Procedure 4240 is presented for informational purpose only.
Board Policy 4240

Academic Renewal

The Superintendent/President shall, in consultation with the appropriate groups, develop procedures that provide for academic renewal. It is the policy of El Camino College to allow previously recorded substandard academic work to be disregarded if it is not reflective of a student’s more recently demonstrated ability and if repetition is not appropriate to the current objectives of the student. A student may petition to have up to 24 semester units of substandard work (D, F, or WF grade assigned) taken at El Camino College disregarded in determining the student’s grade point average.

Procedures for implementing the policy will be developed with in collegial consultation with the Academic Senate, as defined in CCR Title 5, Section 53200. This policy supersedes the section of BP 6130 dealing with Academic Renewal.

Reference: Title 5, Section 55765—55046
Agreement, El Camino College Federation of Teachers, Article V.
Title 5, Section 53200
A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

1. The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work, or 2.5 or higher in the last 24 units of graded work since the substandard work to be removed. These units can be completed at any regionally accredited college or university.

2. At least two years must have passed since the end of a semester with a grade to be disregarded. substandard grade(s) was awarded (includes summer/winter).

3. A student may be granted academic renewal at El Camino College only once. Academic Renewal shall be granted to an El Camino College student only one time.

4. Units disregarded by other institutions shall be deducted from the 24 semester units maximum of course work to be disregarded by El Camino College. If another accredited college has removed previous course work through academic renewal, such action shall be honored by El Camino College.

5. Course work with disregarded grades may not be used to meet degree or certificate requirements.

6. If a student has received an associate degree at El Camino College, academic renewal may be allowed upon petitioning through the Admissions Office and reviewed by the Special Circumstance Petition Process Committee.

Academic renewal actions are irreversible.

Students requesting Academic Renewal may obtain an Academic Renewal Petition in the Records Admissions Office. Students initiate the academic renewal process through the Admissions Office by obtaining and submitting the Academic Renewal Petition.

The student’s permanent academic record shall be annotated to indicate all disregarded course work, but all grades shall remain legible to ensure a true and complete academic history.

If another accredited college has removed previous course work from associate in arts or bachelor’s degrees consideration according to terms of that institution’s policy, such an action shall be honored by El Camino College.
It is the student’s responsibility to ensure that any institution or program to which he or she is applying will accept Academic Renewal from El Camino College.

These procedures supersede the provisions of BP 4220 dealing with Academic Renewal.

Reference: Title 5, Section 55765-55046

August 21, 2006

CCR Title 5, 53200

Passed the Academic Senate: 11/17/15
D. PROPOSED CURRICULUM CHANGES EFFECTIVE 2016-2017 ACADEMIC YEAR

The Chancellor’s Office requires colleges to maintain evidence of district board approval for curricular actions. These curricular actions include new courses and programs as well as changes to existing curriculum. Faculty conduct reviews of existing curriculum to ensure compliance with local standards and Title 5 regulations. Courses are reviewed according to the College Curriculum Committee’s six- year and two-year review cycles. Courses designated as Career and Technical Education (CTE) are reviewed every two years.

The curricular actions listed below are approved by the College Curriculum Committee. It is recommended that the Board approve the proposed curriculum actions, effective the 2016-2017 academic year.

BEHAVIORAL AND SOCIAL SCIENCES

Course Review; Distance Education Review

1. History 154 – A History of Mexico
2. Psychology 7 – Physiological Psychology
3. Psychology 15 – Abnormal Psychology

CTE Two-Year Course Review; Distance Education Review

2. Child Development 114 – Observing and Assessing Young Children

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Child Development 112 – Teaching Young Children in a Diverse Society
   Current Status/Proposed Changes
   Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
   Recommended Preparation: eligibility for English 1A
Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
Recommended Preparation: eligibility for English 1A

2. Child Development 115 – Introduction to Curriculum
   Current Status/Proposed Changes
   Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
   Recommended Preparation: eligibility for English 1A

Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
Recommended Preparation: eligibility for English 1A

3. Child Development 116 – Creative Art for Young Children
   Current Status/Proposed Changes
   Prerequisite: Child Development 103 with minimum grade of C or equivalent or concurrent enrollment
   Recommended Preparation: eligibility for English 1A

Recommendation
Prerequisite: Child Development 103 with minimum grade of C or equivalent or concurrent enrollment
Recommended Preparation: eligibility for English 1A

4. Child Development 117 – Music and Movement for Young Children
   Current Status/Proposed Changes
   Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment
   Recommended Preparation: eligibility for English 1A

Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment
Recommended Preparation: eligibility for English 1A

5. Child Development 118 – Science and Math for Young Children
   Current Status/Proposed Changes
   Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment
   Recommended Preparation: eligibility for English 1A
Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment
Recommended Preparation: eligibility for English 1A

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Child Development 119 – Language Arts for Young Children

Current Status/Proposed Changes
Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment
Recommended Preparation: eligibility for English 1A

This course focuses on the principles and methods of planning, presenting and evaluating language arts activities for young children ages two to six. Appropriate activities for expressive and receptive language development such as storytelling, dramatic play, listening, and emergent literacy will be examined. Methods for adapting language experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing language arts curriculum. Students may be required to participate in one structured activity related to children and/or professional development outside of class hours.

Recommendation
Prerequisite: Child Development 103 with a minimum grade of C or equivalent or concurrent enrollment
Recommended Preparation: eligibility for English 1A

This course focuses on the principles and methods of planning, presenting and evaluating language arts activities for young children ages two to six. Appropriate activities for expressive and receptive language development such as storytelling, dramatic play, listening, and emergent literacy will be examined. Methods for adapting language experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing language arts curriculum. Students may be required to participate in one structured activity related to children and/or professional development outside of class hours.
1. Ethnic Studies: American Cultures Option A.A. Degree

Current Status/Proposed Changes

**Major Requirements**

<table>
<thead>
<tr>
<th>Required Core: 3 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTU 1 Introduction to Ethnic Studies 3</td>
</tr>
</tbody>
</table>

15 units from:

| ANTH 6 | Native Peoples of North America 3 |
| ART 207 | Art History of Mexico and Central and South America 3 |
| ENGL 42 | Chicano and Latino Literature 3 |
| ENGL 43 | African American Literature 3 |
| ENGL 44 | The Literature of American Ethnic Groups 3 |
| ESTU 3 | The Chicano in Contemporary United States Society 3 |
| ESTU 5 | Chicano Culture 3 |
| HIST 108 | United States History: The American Indian Experience 3 |
| HIST 110 | The African American in the United States to 1877 3 |
| HIST 111 | The African American in the United States from 1877 to the Present 3 |
| HIST 112 | History of the Chicano in the United States 3 |
| HIST 122 | United States Social History: Cultural Pluralism in America 3 |
| PSYC 10 | African American Psychology 3 |
| SOCI 107 | Issues of Race and Ethnicity in the United States 3 |

3 units from:

| ANTH 2 | Introduction to Cultural Anthropology 3 |
| HIST 154 | A History of Mexico 3 |
| HIST 175 | History of Asian Civilizations to 1600 3 |
| HIST 176 | History of Asian Civilizations from 1600 to the Present 3 |
| HIST 183 | Introduction to African History, Prehistory to 1885 3 |
| HIST 184 | Introduction to African History, 1885 to the Present 3 |
| MUSI 113 | Survey of Jazz 3 |
| POLI 5 | Ethnicity in the American Political Process 3 |
| SOCI 104 | Social Problems 3 |

**Total Units: 21**

2. Ethnic Studies: Asian American Studies Option A.A. Degree

Current Status/Proposed Changes

**Major Requirements**

<table>
<thead>
<tr>
<th>Required Core: 15 units</th>
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<tr>
<td>ENGL 44 The Literature of American Ethnic Groups 3</td>
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</table>

Board of Trustees Agenda – January 20, 2016
ESTU 1 Introduction to Ethnic Studies 3
HIST 114 History of the Asian American in the United States 3
HIST 175 History of Asian Civilizations to 1600 3
HIST 176 History of Asian Civilizations from 1600 to the Present 3
SOCI 107 Issues of Race and Ethnicity in the United States 3

3 units from:
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
JAPA 25 Cultural Aspects of the Japanese Language 3
PHIL 115 Existentialism 3
POLI 5 Ethnicity in the American Political Process 3
SOCI 104 Social Problems 3

Total Units: 21

3. Ethnic Studies: Chicano Studies Option A.A. Degree

Current Status/Proposed Changes

Major Requirements

Required Core: 18 units

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>ART 207</td>
<td>Art History of Mexico and Central and South America</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 42</td>
<td>Chicano and Latino Literature</td>
<td>3</td>
</tr>
<tr>
<td>ESTU 1</td>
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<td>3</td>
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<td>The Chicano in Contemporary United States Society</td>
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<td>ESTU 5</td>
<td>Chicano Culture</td>
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<td>History of the Chicano in the United States</td>
<td>3</td>
</tr>
<tr>
<td>HIST 154</td>
<td>A History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>POLI 5</td>
<td>Ethnicity in the American Political Process</td>
<td>3</td>
</tr>
</tbody>
</table>

3 units from:

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<td>Introduction to Ethnic Studies</td>
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</tr>
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<td>POLI 5</td>
<td>Ethnicity in the American Political Process</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 104</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 107</td>
<td>Issues of Race and Ethnicity in the United States</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 21
BUSINESS

Change in Major; Changes in Course Requirements, Total Units

1. Office Administration: Office Systems Option A.S. Degree
   18 units of the major requirements must be completed at El Camino College.

   **Current Status/Proposed Changes**
   **Major Requirements**
   **Units**
   **Required Core: 23 units**
   BUS 27  Effective English for Business  3
   BUS 28  Written Business Communications  3
   BUS 40  Career Planning  2
   BUS 41  Records/Information Management  2
   BUS 43  Business Office Administration  3
   BUS 52A  Microsoft Word Applications I  2
   BUS 52B  Microsoft Word Applications II  2
   BUS 55  Advanced Microsoft Office - Integrated Software Applications  4
   BUS 60A  Microcomputer Keyboarding  1
   BUS 60B  Microcomputer Document Processing  1
   BUS 60C  Microcomputer Document Formatting  1
   CIS 13  Computer Information Systems  3
   **one course 3 units from:**
   CIS 26  Using Microsoft Excel  3
   CIS 28  Database Management Using Microsoft Access  3
   **Total Units: 30 26**

Change in Certificate; Changes in Course Requirements, Total Units

1. Cisco Networking Administration Certificate of Achievement

   **Current Status/Proposed Changes**
   A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 915 units must be completed at El Camino College.

   **Certificate Requirements**
   **Units**
   **Required Core: 18 units**
   CIS 13  Computer Information Systems  3
   CIS 40  Personal Computer Operations  3
   CIS 140  Data Communications Cisco 1  3
   CIS 141  Networking Microcomputers Cisco 2  3
   CIS 142  Local Area Network (LAN) Switching and Wireless Cisco 3
CIS 143  Accessing the WAN - Cisco 4  

3-4 units from:

CIS 11  Help Desk Operations  3
CIS 18  Systems Analysis and Design  3
CIS 19  Internet, Security, and the Web  3
CIS 28  Database Management Using Microsoft Access  3
CIS 134  ASP.NET with C# Business Web Programming  4
CIS 16  Application Development and Programming Using
       Visual Basic.Net  3
CIS 80  Oracle Application Programming  4
CIS 133  Mashup JavaScript, jQuery and AJAX  4

Total Units: 15-16 21-22

FINE ARTS

New Courses

1. Art 223B – Fundamentals of Painting III
   Units: 3.0  Lecture: 2.0  Lab: 4.0  Faculty Load: 33.33%
   Prerequisite: Art 223A with a minimum grade of C
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer

   This course provides directed research and critical analysis of painting while
   emphasizing increasingly more complex concepts, themes, and subject matter.
   Students are encouraged to pursue individual approaches through a combination of
   historical and contemporary styles. Also covered are techniques and processes
   necessary to complete a cohesive body of artwork that integrates research,
   methodology, and invention, and reflects a unified, self-directed visual theme.

2. Art 290 – Screen Printing
   Units: 3.0  Lecture: 2.0  Lab: 4.0  Faculty Load: 33.33%
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer

   This course is an introduction to non-toxic methods, materials, and techniques of
   screen printing. Emphasis is placed on single and multiple layer printing, digital and
non-digital applications as well as single and multicolor printing (CMYK) techniques. Use of various substrates such as paper, vinyl, and fabric will also be covered.

Course Review; Change in Course Number

*Current Status/Proposed Changes*
1. Art 223 223A – Fundamentals of Painting II

*Recommendation*
Art 223A – Fundamentals of Painting II

*Current Status/Proposed Changes*
2. Communication Studies 23 abcd 293abcd – Forensics - Team Events

*Recommendation*
Communication Studies 293abcd – Forensics - Team Events

Course Review; Changes in General Education Requirement, Catalog Description

1. Music 101 – Music Fundamentals
*Current Status/Proposed Changes*
Proposed CSU General Education - Area C1
Proposed IGETC General Education - Area 3A

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 course proceeds through intervals, triads, seventh chords, inversions, minor scales, cadences, modes and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats. The history and social context of the above concepts will be discussed.

*Recommendation*
Proposed CSU General Education - Area C1
Proposed IGETC General Education - Area 3A

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
course proceeds through intervals, triads, seventh chords, inversions, minor scales, cadences, modes and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats. The history and social context of the above concepts will be discussed.

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

Current Status/Proposed Changes
1. Communication Studies 25abcd 290abcd – Forensic Team - Winter Events
   Enrollment Limitation: audition
   Recommended Preparation: Communication Studies 293abcd

   This course provides training for and participation in winter forensics events at winter intercollegiate speech competitions. Students receive instruction and direction for the preparation, rehearsal, and preparation for intercollegiate forensic competition. Students must audition to become members of the forensic team. Competition at forensic tournaments is based upon skill and preparation, creation, and delivery of various speech, debate, and performance styles offered at winter forensics competitions. All students will compete in winter intercollegiate forensics competitions.

Recommendation
Communication Studies 290abcd – Forensic - Winter Events
Enrollment Limitation: audition
Recommended Preparation: Communication Studies 293abcd

   This course provides training for and participation in winter forensics events at winter intercollegiate speech competitions. Students receive instruction and direction for the preparation, creation, and delivery of various speech, debate, and performance styles offered at winter forensics competitions. All students will compete in winter intercollegiate forensics competitions.

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

1. Art 195 – Portfolio and Career Planning for Artists and Designers
   Current Status/Proposed Changes
This course analyzes various sectors of the art and design industry and provides instruction in portfolio planning and resume preparation for specific career areas. Management skills for independent freelance projects provides a survey of career and educational pathways in design and the visual arts. Instruction includes the professional protocols necessary to prepare and correctly submit a portfolio, application, resume, cover letter, and artist statement for transfer to four-year art programs, job applications, grants, and exhibitions. Interview strategies, freelance management skills, e-commerce, job search techniques, and effective self-promotion strategies will also be covered.

**Recommendation**

This course provides a survey of career and educational pathways in design and the visual arts. Instruction includes the professional protocols necessary to prepare and correctly submit a portfolio, application, resume, cover letter, and artist statement for transfer to four-year art programs, job applications, grants, and exhibitions. Interview strategies, freelance management skills, e-commerce, job search techniques, and effective self-promotion strategies will also be covered.

**HUMANITIES**

New Course

1. **English RWA – Integrated Reading and Writing**
   
   Units: 5.0  
   Lecture: 4.0  
   Lab: 2.0  
   Faculty Load: 36.67%
   
   Prerequisite: credit in English B and credit in English 82 or qualification by testing (English Placement Test) and assessment
   
   Grading Method: Pass/No Pass
   
   Credit Status: Associate Degree Credit

   This course prepares students for transfer-level reading and writing tasks. The course integrates the reading and writing processes and includes weekly one-on-one focused tutorial support. Students practice analyzing and evaluating primarily non-fiction texts as the basis for composing well-developed expository essays. Students develop skills
in reading comprehension, vocabulary, essay writing, sentence structure, research
techniques, and source documentation.

Note: Pass/no pass only.

CTE Two-Year Course Review; Non-Substantive Changes

1. Journalism 9abcd – Magazine Editing and Production

Course Review; Non-Substantive Changes

1. Japanese 21 – Beginning Conversational Japanese

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

1. English 34 – The Short Story

Current Status/Proposed Changes

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

Recommendation
Prerequisite: eligibility for English 1A

CTE Two-Year Course Review; Distance Education Review; Changes in Catalog
Description

1. Journalism 8 – Advanced Reporting and News Editing

Current Status/Proposed Changes

This course will provide students with instruction in interpretive, in-depth,
explanatory and investigative journalism, and opinion writing, and will incorporate
the study of editing principles, style, and design to conform with professional models.
Problems of law and libel will be discussed. Students will also be given hands-on
instruction in electronic journalism, as well as in computer typesetting and graphics;
newspaper and web design, including graphics and multimedia. Leadership training,
social media skills, and discussion of the business of journalism will also be provided.
**Recommendation**

This course will provide students with instruction in explanatory and investigative journalism, and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in newspaper and web design, including graphics and multimedia. Leadership training, social media skills, and discussion of the business of journalism will also be provided.

2. Journalism 12 – Mass Media and Society

**Current Status/Proposed Changes**

This course examines the past and current influences on American society of books, newspapers, magazines, movies, radio, television, recordings, and the World Wide Web – Internet. With a focus on critical thinking skills, students gain experience in reading and writing persuasive and argumentative essays about problems facing the mass media. Students also learn the history of the eight mass media as well as analyze and evaluate the functions, the responsibilities, the regulations, and the ethics involved in the mass media industry.

**Recommendation**

This course examines the past and current influences on American society of books, newspapers, magazines, movies, radio, television, recordings, and the Internet. With a focus on critical thinking skills, students gain experience in reading and writing persuasive and argumentative essays about problems facing the mass media. Students also learn the history of the eight mass media as well as analyze and evaluate the functions, the responsibilities, the regulations, and the ethics involved in the mass media industry.

**INDUSTRY AND TECHNOLOGY**

New Courses

1. Cosmetology 20 – Introduction to Esthetician

   Units: 11.0  Lecture: 5.0  Lab: 15.0  Faculty Load: 108.34%
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer

   This course is an introduction in the principles of esthetician procedures. Students are introduced to the theory and practices of esthetician applications for facial, health, safety, hair removal and makeup. The lab is designed to support the esthetician student with an extensive forum for the development of esthetician skills, techniques,
safety and sanitation practices according to the California State Board of Barbering and Cosmetology.

Note: Upon completion of the esthetician program, students are expected to have a minimum of 600 hours of applied skill practice required by the State Board of Barbering and Cosmetology. Students will complete a minimum of 300 hours of esthetician training in this course.

2. Cosmetology 21 – Advanced Esthetician
   Units: 10.0   Lecture: 5.0   Lab: 15.0   Faculty Load: 108.34%
   Prerequisite: Cosmetology 20 with a minimum grade of C or equivalent
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer

   This is an advanced course in the principles of esthetician procedures. Students are given advanced theory and practical practices in facials, preparation, health, safety, laws, regulations, disinfectant, sanitation, anatomy, physiology, hair removal, and makeup. State Board of Barbering and Cosmetology exam practices will be emphasized.

   Note: When enrolling into this course, students must have a minimum of 300 hours completed. Upon completion of this course, students are expected to have a minimum of 600 hours of applied skill practice required by the State Board of Barbering and Cosmetology.

3. Construction Technology 222 – Convenience Hardware
   Units: 2.5   Lecture: 1.5   Lab: 3.0   Faculty Load: 25.00%
   Prerequisite: Construction Technology 200 or 201 or 202 or 203 with a minimum grade of C
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer

   In this course, students learn the selection, use and installation of convenience hardware such as recycling bins, lazy susans, hampers and closet organizers. Topics include correct dimensioning and proper installation techniques unique to selected hardware.

4. Welding 29 – Blueprint Reading
   Units: 3.0   Lecture: 3.0   Lab: 0   Faculty Load: 20.00%
   Grading Method: Letter
   Credit Status: Associate Degree Credit
CSU Transfer

This course is designed to provide principles of reading and interpreting basic industrial prints and shop drawings as applied to the welding trade. Emphasis is placed on shape identification, nomenclature, and welding symbols.

Reactivate Course; CTE Course Review, Changes in Units, Lecture and Lab Contact Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Administration of Justice 155 – Peace Officer Training Module - Level II
   Current Status/Proposed Changes
   Units: 11.0 10.0     Lecture: 9.5 9.0      Lab: 5.0 3.5 per week to be arranged
   Faculty Load: 88.33% 77.50%
   Grading Method: Letter
   Credit Status: Associate Degree Credit

   Prerequisite: Possession of a current Commission of on Peace Officer Standards and Training (P.O.S.T.) certified Level III certificate

   Enrollment Limitation:
   1. Current medical examination conducted within 6 months (for safety and liability reasons).
   2. Current California Department of Justice Firearms and Arrest Clearance obtained within 6 months (Penal Code Section 13511.5).
   3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

   This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) Certified Training Module - Level II peace officer training candidates. A Level II peace reserve officer may perform general law enforcement assignments while under the immediate supervision of a sworn peace officer. These officers may also work assignments authorized for Level III reserve officers.

   Note: The student will participate in a 264-225 hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section 836, 830.6(a)(1) and 832.6(A)(2).
   Note: Students pay mandatory fees for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examinations.
Recommendation
Units: 10.0     Lecture: 9.0     Lab: 3.5 per week to be arranged     Faculty Load: 77.50%
Grading Method: Letter
Credit Status: Associate Degree Credit

Prerequisite: Possession of a current Commission on Peace Officer Standards and Training (P.O.S.T.) Level III certificate

Enrollment Limitation:
1. Current medical examination conducted within 6 months (for safety and liability reasons).
2. Current California Department of Justice Firearms and Arrest Clearance obtained within 6 months (Penal Code Section 13511.5).
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) Certified Training Module - Level II peace officer training candidates. A Level II reserve officer may perform general law enforcement assignments while under the immediate supervision of a peace officer. These officers may also work assignments authorized for Level III reserve officers.

Note: The student will participate in a 225 hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section 830.6(a)(1) and 832.6(A)(2).

Note: Students pay mandatory fees for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examination fees.

CTE Two-Year Course Review; Non-Substantive Changes

1. Air Conditioning and Refrigeration 21 – Air Conditioning Fundamentals
2. Administration of Justice 107 – Crime and Control - An Introduction to Corrections
3. Electronics and Computer Hardware Technology 120 – Semiconductor Circuits
4. Electronics and Computer Hardware Technology 122 – Semiconductor Power Devices
5. Electronics and Computer Hardware Technology 124 – Operational Amplifiers and Linear Integrated Circuits
6. Engineering Technology 12 – Introduction to Engineering Design
7. Engineering Technology 12A – Introduction to Engineering Design I
CTE Two-Year Course Review; Changes in Catalog Description

1. Cosmetology 10 – Introduction to Cosmetology I  
   Current Status/Proposed Changes  
   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, manicuring and pedicuring. 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  
   for Cosmetology 10.  
   Note: First time students must purchase the complete kit of supplies from the El  
   Camino College Bookstore.  

   Recommendation  
   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, scalp  
   treatments, manicuring and pedicuring. 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  
   for Cosmetology 10.  
   Note: First time students must purchase the complete kit of supplies from the El  
   Camino College Bookstore.  

2. 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 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 perform electrical measurements, and yield analysis.

Recommendation
This course examines advanced topics in the principles of direct and alternating current electricity through the correlation of theory 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 perform electrical measurements, and yield analysis.

3. Fashion 41 – Fashion Analysis and Selection
   Current Status/Proposed Changes
   In this course, students are introduced to the societal importance of apparel and personal appearance. Emphasis is placed on social, psychological, cultural and physical clothing needs. Additional topics covered include the history of fashion design, elements and principles of design, wardrobe planning, identifying apparel quality, and clothing care, fit, and apparel purchasing.

Recommendation
In this course, students are introduced to the societal importance of apparel and personal appearance. Emphasis is placed on social, psychological, cultural and physical clothing needs. Additional topics include elements and principles of design, wardrobe planning, apparel quality and clothing care, fit, and apparel purchasing.

4. Welding 15 – Basic Welding for Allied Fields
   Current Status/Proposed Changes
   This is a basic course to support trade skills for students in allied fields that utilize welding processes. Students will be introduced to welding equipment, nomenclature, safety, oxy-acetylene welding, shielded metal arc welding, and gas metal arc welding. Skills will be developed in cutting and welding in the flat and horizontal positions, plasma and mechanical cutting, metallurgical exploration of ferrous and non-ferrous material, ductility of materials, effects of cold-working and heat treating.

Recommendation
This is a basic course to support trade skills for students in allied fields. The course introduces students to welding equipment, nomenclature, safety, plasma and mechanical cutting, metallurgical exploration of ferrous and non-ferrous material, ductility of materials, effects of cold-working and heat treating.
CTE Two-Year Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Air Conditioning and Refrigeration 5 – Electrical Applications
   **Current Status/Proposed Changes**
   Prerequisite: Air Conditioning and Refrigeration 21 or Air Conditioning and Refrigeration 22 with a minimum grade of C in prerequisite or equivalent
   Recommended Preparation: Air Conditioning and Refrigeration 21

   **Recommendation**
   Recommended Preparation: Air Conditioning and Refrigeration 21

2. Administration of Justice 106 – Criminal Justice Recruitment and Selection
   **Current Status/Proposed Changes**
   Recommended Preparation: English 84

   **Recommendation**
   Recommended Preparation: English 84

3. Administration of Justice 130 – Criminal Procedures
   **Current Status/Proposed Changes**
   Recommended Preparation: eligibility for English 1A

   **Recommendation**
   Recommended Preparation: English A

4. Fashion 35 – Applied Color Theory
   **Current Status/Proposed Changes**
   Recommended Preparation: eligibility for English 84

   **Recommendation**
   Recommended Preparation: English 84

5. Fire and Emergency Technology 10 – Hazardous Materials
   **Current Status/Proposed Changes**
   Recommended Preparation: Fire and Emergency Technology 1 or Fire and Emergency Technology 15 or equivalent and Fire and Emergency Technology 14 or equivalent and English 84 or eligibility for: English 1A

   **Recommendation**
   Recommended Preparation: Fire and Emergency Technology 1 or Fire and Emergency Technology 15; English 1A
1. Air Conditioning and Refrigeration 23 - Commercial Refrigeration Applications

Current Status/Proposed Changes
Prerequisite: Air Conditioning and Refrigeration 21 or Air Conditioning and Refrigeration 22 with a minimum grade of C in prerequisite or equivalent

This course explores refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering, brazing, commercial refrigeration systems, system components, compressors, evaporators, and metering devices. Students will learn to charge commercial systems with new Environmental Protection Agency (EPA) refrigerants and evaluate the proper operation of systems. Troubleshooting techniques are explained with the use of wiring diagrams and electric meters. Students will learn to service and troubleshoot commercial refrigeration ice machines, coolers, walk-ins, refrigerators, and freezers. Students will be introduced to a variety of commercial refrigeration systems and components.

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

This course explores refrigeration theory, characteristics of refrigerants, temperature and pressure, tools and equipment, soldering, brazing, commercial refrigeration systems, system components, compressors, evaporators, and metering devices. Students will learn to charge commercial systems with new Environmental Protection Agency (EPA) refrigerants and evaluate the proper operation of systems. Troubleshooting techniques are explained with the use of wiring diagrams and electric meters. Students will learn to service and troubleshoot commercial refrigeration ice machines, coolers, walk-ins, refrigerators, and freezers. Students will be introduced to a variety of commercial refrigeration systems and components.

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)
Recommendation
Prerequisite: Computer Aided Design/Drafting 7 or Computer Aided Design/Drafting 28 or Computer Aided Design/Drafting 31 with a minimum grade of C or equivalent

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 111 – Criminal Investigation
Current Status/Proposed Changes
Prerequisite: Administration of Justice 109
Recommended Preparation: English A

Recommendation
Prerequisite: Administration of Justice 109
Recommended Preparation: English A

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

Current Status/Proposed Changes
1. Fashion 14 – Pattern Grading Apparel Production Techniques
Prerequisite: Fashion 4, Fashion 10, Fashion 15, and Fashion 26A and Mathematics 40 or Mathematics 43 with a minimum grade of C or equivalent
Recommended Preparation: Fashion 1 and Fashion 20; Mathematics 40 or Mathematics 43

This course is an introduction designed to acquaint the manual grading of patterns with reference to computer grading. The class will define tools, terminology and basic materials and skills necessary for the pattern grading process. This course covers sizing commercial and individual patterns for a run of sizes student with the activities and documentation necessary to mass-produce a garment or accessory item. In a semi-simulated design room environment, students design, produce, and advertise a product. Grading, documents, tech packs, production, and promotion principles are emphasized.

Recommendation
Fashion 14 – Apparel Production Techniques
Prerequisite: Fashion 4, Fashion 10, Fashion 15, and Fashion 26A
Recommended Preparation: Fashion 1 and Fashion 20; Mathematics 40 or Mathematics 43
This course is designed to acquaint the student with the activities and documentation necessary to mass-produce a garment or accessory item. In a semi-simulated design room environment, students design, produce, and advertise a product. Grading, documents, tech packs, production, and promotion principles are emphasized.

CTE Two-Year Course Review; Changes in Descriptive Title, Course Units, Length, Lecture Hours, Lab Hours, Faculty Load, Catalog Description

Current Status/Proposed Changes
1. Automotive Collision Repair/Painting 6 - Automotive Collision Repair Applications for Non-Majors

   Units: 3.0 2.0   Lecture hours: 6.0 1.0   Lab hours: 40.0 3.0
   Faculty Load: 28.33% 21.67%   Course length: 6 weeks Full term

   This course provides instruction on the principles designed to provide students with a brief, hands-on introduction to all facets of automotive collision repair and painting, including. Topics include safety practices, vehicle construction, gas, and Metal Inert Gas (MIG) welding, sheet metal repair, High Volume Low Pressure (HVLP) guns, undercoat materials and complete painting, customer rights and the collision repair process, auto parts nomenclature, dent removal, plastic repair, filler application and shaping, priming, painting and detailing.

   Recommendation
   Automotive Collision Repair/Painting 6 - Automotive Collision Repair for Non-Majors

   Units: 2.0   Lecture hours: 1.0   Lab hours: 3.0   Faculty Load: 21.67%
   Course length: Full term

   This course is designed to provide students with a brief, hands-on introduction to all facets of automotive collision repair. Topics include safety practices, customer rights and the collision repair process, auto parts nomenclature, dent removal, plastic repair, filler application and shaping, priming, painting and detailing.

CTE Two-Year Course Review; Changes in Lecture and Lab Contact Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

1. Administration of Justice 150 – Peace Officer Training Module - Level III

   Current Status/Proposed Changes
Units: 7.0  Lecture: 6.0  5.5  Lab: 3.0  3.5 per week to be arranged  
Faculty Load: 55.00%  54.17%

Enrollment Limitation:
1. Current medical examination conducted within 6 months (for safety and college liability reasons)
2. Students must apply for and receive a California Department of Justice Firearms and Arrest Clearance (Penal Code 13511.5).
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) certified Training Module - Level III peace officer training candidates. A Level III peace officer may perform specified limited support duties that are not likely to result in physical arrests. The student will participate in a 162-hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section 830.6(a)(1) and 832.6(a)(1).

Note: Students who have earned credit in Administration of Justice 155 cannot receive unit credit for Administration of Justice 150.

Note: Students pay mandatory fees for this course for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examinations.

Recommendation
Units: 7.0  Lecture: 5.5  Lab: 3.5 per week to be arranged  
Faculty Load: 54.17%

Enrollment Limitation:
1. Current medical examination conducted within 6 months (for safety and liability reasons)
2. Students must apply for and receive a California Department of Justice Firearms and Arrest Clearance (Penal Code 13511.5).
3. Possession of a valid California Driver's license. Copy of a current DMV printout will be requested.

This course is designed for California Commission on Peace Officer Standards and Training (P.O.S.T.) certified Training Module - Level III peace officer training candidates. A Level III peace officer may perform specified limited support duties that are not likely to result in physical arrests. The student will participate in a 162-hour course of instruction and training emphasizing basic law enforcement philosophy, procedures, tactics, and techniques. The course is certified pursuant to California Penal Code Section 830.6(a)(1) and 832.6(a)(1).
Note: Students who have earned credit in Administration of Justice 155 cannot receive unit credit for Administration of Justice 150.
Note: Students pay mandatory fees for Department of Justice background check and clearance, firing range, ammunition and targets, physical training clothing, and physical examinations.

New Distance Education Online/Hybrid Course Version

1. Administration of Justice 107 – Crime and Control - An Introduction to Corrections
2. Administration of Justice 130 – Criminal Procedures

Change in Major; Change in Recommended Electives

Construction Technology:
1. Cabinet and Fine Woodworking Option A.S. Degree
   
   At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

Current Status/Proposed Changes

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTEC 200 General Cabinet Making</td>
<td>2</td>
</tr>
<tr>
<td>CTEC 201 Upper Residential Cabinets</td>
<td>2</td>
</tr>
<tr>
<td>CTEC 202 Base Residential Cabinets</td>
<td>2</td>
</tr>
<tr>
<td>CTEC 203 Dedicated Use Cabinets</td>
<td>2</td>
</tr>
<tr>
<td>CTEC 210 Furniture Making Laboratory - Interpreting Commercial Plans</td>
<td>1.5</td>
</tr>
<tr>
<td>CTEC 211 Furniture Making Laboratory - Plan Modifications</td>
<td>1.5</td>
</tr>
<tr>
<td>CTEC 212 Furniture Making Laboratory - Developing Original Plans</td>
<td>1.5</td>
</tr>
<tr>
<td>CTEC 213 Furniture Making Laboratory - Building without Plans</td>
<td>1.5</td>
</tr>
<tr>
<td>CTEC 220 Hinging Systems and Doors</td>
<td>2.5</td>
</tr>
<tr>
<td>CTEC 221 Drawer Systems</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**Total Units: 19**

Recommended Electives:
- **ARCH 119** Computer Aided Architectural Drawing
- **ARCH 150A** Architectural Drafting I
- **BUS 17** Personal Finance
- **CADD 5** Introduction to Mechanical Drafting
- **CIS 13** Computer Information Systems
- **CTEC 95abcd** Cooperative Work Experience Education
- **CTEC 100** Building Fundamentals
- **CTEC 110** Additions and Remodeling
- **CTEC 222** Convenience Hardware
- **CTEC 230** Cabinet Making Lab
Change in Major; Change in Course Requirements

Machine Tool Technology:
1. Numerical Control Programmer Option A.S. Degree
   At least 50% of the courses required for the major must be completed at El Camino College.

   **Current Status/Proposed Changes**
   **Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 2</td>
<td>Manufacturing Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 10A</td>
<td>Introduction to CAD/CAM</td>
<td>3</td>
</tr>
<tr>
<td>MTT 10B</td>
<td>Computer Numerical Control Programming</td>
<td>3</td>
</tr>
<tr>
<td>MTT 10J</td>
<td>Numerical Control Graphics Programming</td>
<td>3</td>
</tr>
<tr>
<td>MTT 10K</td>
<td>3D Numerical Control Graphics Programming</td>
<td>3</td>
</tr>
<tr>
<td>MTT 16</td>
<td>General Metals</td>
<td>3</td>
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<tr>
<td>MTT 40</td>
<td>Machine Shop Calculations</td>
<td>3</td>
</tr>
<tr>
<td>MTT 101</td>
<td>Introduction to Conventional and CNC Machining</td>
<td>4</td>
</tr>
<tr>
<td>MTT 103</td>
<td>Conventional and CNC Turning</td>
<td>4</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Conventional and CNC Milling</td>
<td>4</td>
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<td>one course from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTT 10K</td>
<td>3D Numerical Control Graphics Programming</td>
<td>3</td>
</tr>
<tr>
<td>MTT 11abcd</td>
<td>Numerical Control Graphics Programming with CATIA</td>
<td>3</td>
</tr>
</tbody>
</table>

   **Total Units: 33**

   Recommended Electives:
   CADD 5 - Introduction to Mechanical Drafting
   CADD 7 - Solid Modeling, Assemblies and Two Dimensional (2D) Drawings
   CADD 31 - Orientation to CATIA
   CADD 45 - Geometrical Dimensioning and Tolerancing
   MTT 95abcd - Cooperative Work Experience Education
   MTT 99 - Independent Study
   WELD 15 - Basic Welding for Allied Fields

Change in Certificate; Change in Course Requirements

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

   **Current Status/Proposed Changes**
   **Certificate Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
</table>

Board of Trustees Agenda – January 20, 2016
Required Core: 8 units
CTEC 200 General Cabinet Making 2
CTEC 201 Upper Residential Cabinets 2
CTEC 202 Base Residential Cabinets 2
CTEC 203 Dedicated Use Cabinets 2

11 units from:
CTEC 210 Furniture Making Laboratory - Interpreting Commercial Plans 1.5
CTEC 211 Furniture Making Laboratory - Plan Modifications 1.5
CTEC 212 Furniture Making Laboratory - Developing Original Plans 1.5
CTEC 213 Furniture Making Laboratory - Building without Plans 1.5
CTEC 220 Hinging Systems and Doors 2.5
CTEC 221 Drawer Systems 2.5
CTEC 222 Convenience Hardware 2.5
CTEC 230 Cabinet Making Lab 1.5
Total Units: 19

2. Numerical Control Programmer Certificate of Achievement
At least 50% of the courses required for the certificate must be completed at El Camino College.

Current Status/Proposed Changes

Certificate Requirements

<table>
<thead>
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<th>Course</th>
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<td>Conventional and CNC Turning</td>
<td>4</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Conventional and CNC Milling</td>
<td>4</td>
</tr>
</tbody>
</table>

one course from:
MTT 10K  3D Numerical Control Graphics Programming 3
MTT 11abcd Numerical Control Graphics Programming with CATIA 3

Total Units: 33

Inactivate Programs

1. Industrial Computer Control Technician Certificate of Achievement
2. Power Electronics Certificate A Certificate of Accomplishment

MATHEMATICAL SCIENCES

New Courses

1. Computer Science 14 – Computer Programming in Python for Computer Science
   Units: 4.0  Lecture: 3.0  Lab: 3.0  Faculty Load: 35.00%
   Prerequisite: Mathematics 170 with a minimum grade of C or qualification by testing
   (El Camino College Mathematics Placement Test) and assessment or equivalent skill
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer
   El Camino College AA/AS General Education - Area 4B

   The course is an introduction to computer programming and algorithm design using
   Python programming language for computer science. The course covers the
   fundamentals of Python programming: basic data types, switching and looping
   constructs, functions, recursion, objects, arrays, and lists, and basic input and output,
   both interactive and with files.

   Units: 0  Lecture: 7.0  Lab: 1.0  Course Length: 6 weeks
   Prerequisite: Qualification by testing (El Camino College Mathematics Placement
   Test) and assessment
   Recommended Preparation: Human Development 101 or concurrent enrollment
   Grading Method: No Grade
   Credit Status: Noncredit

   This course is designed to develop student's number and operation sense working with
   whole numbers, fractions, decimals, and percents, as well as develop problem-solving
   skills. Topics include operations on whole numbers and decimals, estimations, ratios,
   proportions, applications, an introduction to variables, algebraic equations, and signed
   numbers.

   Note: This course is for students placed into Mathematics 12. It is repeatable and open
   for enrollment at registration and at any time during the semester.

3. Mathematics 27A – Math Academy: Pre-Algebra
   Units: 0  Lecture: 7.0  Lab: 1.0  Course Length: 6 weeks
Prerequisite: Mathematics 12 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment
Recommended Preparation: Human Development 101 or concurrent enrollment
Grading Method: No Grade
Credit Status: Noncredit

This course bridges the gap between arithmetic and formal algebra, developing number sense and operation sense, in order to formulate and solve algebraic equations with integers, fractions, and percent. Algebraic principles are applied to problems from a variety of fields. Other topics include proportional reasoning, spatial reasoning, informal geometry and measurement, coordinate graphing, and informational graphs.

Note: This course is designed for students who passed Mathematics 12 or placed into Mathematics 23. This course is repeatable and open for enrollment at registration at any time during the semester.

Units: 0 Lecture: 7.0 Lab: 1.0 Course Length: 6 weeks
Prerequisite: Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment
Recommended Preparation: Human Development 101 or concurrent enrollment
Grading Method: No Grade
Credit Status: Noncredit

This elementary algebra course is the study of real number solutions and applications of linear equations, quadratic equations, linear inequalities, and systems of linear equations. Other topics include coordinate graphing or linear equations, factoring techniques, and simplification of rational and radical expressions.

Note: This course is designed for students who passed Mathematics 23 or placed into Mathematics 40. This course is repeatable and open for enrollment at registration and at any time during the semester.

Change in Certificate; Change in Course Requirements

1. Computer Science Certificate of Achievement
A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 16 units must be completed at El Camino College.

Current Status/Proposed Changes
Certificate Requirements Units
Required Core: 9 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1</td>
<td>Problem Solving and Program Design Using C++</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 2</td>
<td>Introduction to Data Structures</td>
<td>5</td>
</tr>
</tbody>
</table>

three courses from: 12-13 units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 3</td>
<td>Computer Programming with Java</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 4</td>
<td>Computer Science Programming in C#</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 12</td>
<td>Programming for Internet Applications Using PHP, JavaScript, and XHTML</td>
<td>5</td>
</tr>
<tr>
<td>CSCI 14</td>
<td>Computer Programming in Python for Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 30</td>
<td>Advanced Programming in C++</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 40</td>
<td>Introduction to UNIX and LINUX Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CSCI 60</td>
<td>Programming with ASP.NET and C# in Web-based Computer Science Applications</td>
<td>4</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Introduction to Discrete Structures</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Units: 21-22**

**NATURAL SCIENCES**

CTE Two-Year Course Review; Non-Substantive Changes

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

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

1. Chemistry 20 - Fundamentals of Chemistry
   
   **Current Status/Proposed Changes**
   
   Prerequisite: Mathematics 40 or Mathematics 43 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment
   
   Recommended Preparation: eligibility for English 84

   **Recommendation**
   
   Prerequisite: Mathematics 40 or Mathematics 43 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment
   
   Recommended Preparation: English 84
2. Geology 15 – Natural Disasters

*Current Status/Proposed Changes*

Recommended Preparation: eligibility for English 84 English 82

*Recommendation*

Recommended Preparation: English 82

New Distance Education Online/Hybrid Course Version

1. Geology 15 – Natural Disasters

Change in Major; Change in Course Requirements

1. Physical Science A.S. Degree

*Current Status/Proposed Changes*

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1A</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 1B</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 1A</td>
<td>Mechanics of Solids</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1B</td>
<td>Fluids, Heat and Sound</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 1A</td>
<td>Mechanics of Solids</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1C</td>
<td>Electricity and Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 2A</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2B</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 3A</td>
<td>General Physics with Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 3B</td>
<td>General Physics with Calculus</td>
<td>5</td>
</tr>
</tbody>
</table>

An additional 10–13 units from the following courses to reach a total of 20 units:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 12</td>
<td>Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ASTR 20</td>
<td>The Solar System</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 25</td>
<td>Stars and Galaxies</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 4</td>
<td>Beginning Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 7A</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 7B</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CSCI 1</td>
<td>Problem Solving and Program Design Using C++</td>
<td>4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>CSCI 10</td>
<td>Computer Programming with FORTRAN</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1</td>
<td>Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 2</td>
<td>History of Planet Earth</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 3</td>
<td>Physical Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 4</td>
<td>History of Planet Earth Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 15</td>
<td>Natural Disasters</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Elementary Statistics with Probability</td>
<td>4</td>
</tr>
<tr>
<td>MATH 180</td>
<td>Pre-Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Single Variable Calculus and Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 191</td>
<td>Single Variable Calculus and Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Multi-Variable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Differential Equations with Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 1C</td>
<td>Electricity and Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1D</td>
<td>Optics and Modern Physics</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Total Units: 20**
Agenda for the El Camino Community College District Board of Trustees
from
Student and Community Advancement
Jeanie M. Nishime, Vice President

Page No.

A. Student Conferences ................................................................. SCA 2
B. Forensics Team Tournaments – Spring 2016 ......................... SCA 2-3
C. Destruction of Records ................................................................. SCA 3
D. Grant – Acceptance ................................................................. SCA 4
A. STUDENT CONFERENCES

It is recommended that the Board of Trustees approve the following student conferences. Advisors: Kate McLaughlin and Stefanie Frith

1. **Associated Collegiate Press Midwinter National College Journalism Convention.** February 18-21, 2016 at the Sheraton Universal Hotel, 333 Universal Hollywood Drive, Los Angeles, California. Registration fee of $125 per person and parking expenses not to exceed $2,100 will be paid from the Auxiliary Services Union Conference account. No more than 14 students from the list shown below will attend.

   Students
   Madison Brady, Tayler Dahm, Sarah Desmond, Priscilla Duenas, Aryn Felix, Jed Fernandez, John Fordiani, Roy Garza, Natalie Gonzalez, Juan Lorenzo Guiterrez, Grant Hermanns, Hunter Lee, Lauren Liddle, Victor Liptzin, Meagan Llaneras, Alba Mejia, Sydnie Mills, Caleb Okoye, Eric Ramos, Lilibeth Rodriguez, Matthew Sandoval, Kinnaoke Phil Sidavong, Brenda Soriano, Tiffany Ushijima, Jorge Villa

2. **College Media Association’s Spring National College Media Convention.**
   March 12-15, 2016 at the Sheraton New York Times Square Hotel, 811 Seventh Avenue, New York City, New York. Registration fee of $120 per student will be paid by the student. Transportation, travel expenses and meal expenses should not exceed $1,600 per student for a total amount of $17,600, to be paid from the Auxiliary Services Union Conferences account. No more than nine students from the list shown below will attend.

   Students
   Madison Brady, Tayler Dahm, Sarah Desmond, Priscilla Duenas, Aryn Felix, Jed Fernandez, John Fordiani, Roy Garza, Natalie Gonzalez, Juan Lorenzo Guiterrez, Grant Hermanns, Hunter Lee, Lauren Liddle, Victor Liptzin, Meagan Llaneras, Alba Mejia, Sydnie Mills, Caleb Okoye, Eric Ramos, Lilibeth Rodriguez, Matthew Sandoval, Kinnaoke Phil Sidavong, Brenda Soriano, Tiffany Ushijima, Jorge Villa

B. FORENSICS TEAM TOURNAMENTS – SPRING 2016

It is recommended that the Board of Trustees ratify/approve the following Forensics Team Tournaments for Spring 2016:

1. **Mile High Invitational**
   January 8-10, 2016, Salt Lake City, Utah. Registration, lodging and meals totaling $2,240 will be paid from Club account funds, District and Auxiliary Services funds. Advisor: Joseph Evans, Assistant Professor

   Zara Andrabi, Jamilah Bazille, Sebastian Bender, Isaac Curtiss, Eman Dalili, Mason Jones, Eduardo Paez, Curtis Wang
2. **Spring 2016 Forensics Team Tournaments**

Expenses for the Forensics Team Tournaments will be paid from Auxiliary, District and planned fundraising proceeds. Advisors: Mark Crossman and Joseph Evans will attend one or more of the tournaments.

<table>
<thead>
<tr>
<th>Date</th>
<th>Tournament</th>
<th>Location</th>
<th>Cost not to exceed</th>
<th>Faculty Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 5-7</td>
<td>49er Invitational</td>
<td>CSULB</td>
<td>$1,200</td>
<td>M. Crossman/J. Evans</td>
</tr>
<tr>
<td>February 12-14</td>
<td>Tabor-Venitsky Invitational</td>
<td>Cerritos College</td>
<td>$1,000</td>
<td>M. Crossman/J. Evans</td>
</tr>
<tr>
<td>February 19-21</td>
<td>PSCFA Spring Champs</td>
<td>To be determined</td>
<td>$1,800</td>
<td>M. Crossman/J. Evans</td>
</tr>
<tr>
<td>March 9-13</td>
<td>Lancer Invitational</td>
<td>Pasadena City College</td>
<td>$1,000</td>
<td>M. Crossman/J. Evans</td>
</tr>
<tr>
<td>March 18-21</td>
<td>NPDA/NPTE Nationals</td>
<td>CSULB/El Camino</td>
<td>$2,500</td>
<td>M. Crossman/J. Evans</td>
</tr>
<tr>
<td>April 4-9</td>
<td>Phi Rho Pi Nationals</td>
<td>Costa Mesa, CA</td>
<td>$10,000</td>
<td>M. Crossman/J. Evans</td>
</tr>
</tbody>
</table>

The following students are scheduled to attend one or more tournaments:

Eric Alvarado, Zara Andrabi, Jamilla Bazille, Sebastian Bender, Andrew Casey, Isaac Curtiss, Eman Dalili, Lizzette Esquivel, Jamie Gilman, Jonatan Gonzalez, Isaiah Hairston, Chester Hall, Mason Jones, Stas Kharkats, Rey Liggins, Hayden Linz, Ary Mar, Rayanna Marable, Hannah McCann, Kelvin Munjarrez, Andrea Orozco-Sanchez, Eduardo Paez, Kelsea Posantes, Javier Salas, Sarah Solieman, Shuk Ping Wong, Antonella Zegara

C. **DESTRUCTION OF RECORDS**

It is recommended that the Board of Trustees approve destruction of the following records. These documents have met the required retention period in accordance with Title 5 of the California Code of Regulations. California Community Colleges, Article 2, Sections 59023-59026.

Name of Records: Placement Testing Records and Accompanying Materials
Duration Kept: Four years
Dates to Destroy: January 1, 2010 through December 31, 2010
Class: Three
D. **GRANT – ACCEPTANCE**

It is recommended that the Board of Trustees accept the following grant:

**California Community Colleges Chancellor’s Office Workforce and Economic Development Division – Teacher Preparation Pipeline/STEM/CTE** (rfa# 15-090-004). An additional two years of funding has been awarded El Camino College for our Teacher Preparation Pipeline (TPP/STEM/CTE) Project. El Camino College is one of ten colleges in California that have a TPP grant-funded project. El Camino College has been building partnerships and solidifying the pathway to a single subject and multiple subject teaching credentials, and designated subjects credentialing for industry experienced adults and to community college teaching. El Camino College will continue to collaborate with the other nine TPP community colleges to strengthen the program statewide. Each campus will collaborate regionally and at the state level to support model teacher preparation.

Administrator: Roberta Becka

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Grant Funding from Granting Agency</td>
<td>$240,000.00</td>
</tr>
<tr>
<td>Amount of College Match</td>
<td>$0</td>
</tr>
<tr>
<td>Total Amount of Project Funding</td>
<td>$240,000.00</td>
</tr>
<tr>
<td>Source of Matching Funds: In-Kind</td>
<td></td>
</tr>
<tr>
<td>Indirect Rate:</td>
<td>$9,230.00 (4%)</td>
</tr>
<tr>
<td>Performance Period:</td>
<td>January 1, 2016 through January 31, 2018</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A</td>
<td>AB 2910 – Quarterly Fiscal Status Report</td>
</tr>
<tr>
<td>B</td>
<td>2014-15 Audit Report</td>
</tr>
<tr>
<td>C</td>
<td>Non-Resident Tuition Fee 2016-2017</td>
</tr>
<tr>
<td>D</td>
<td>Contracts Under $87,800</td>
</tr>
<tr>
<td>E</td>
<td>Contracts Over $87,800</td>
</tr>
<tr>
<td>F</td>
<td>Amendments</td>
</tr>
<tr>
<td>G</td>
<td>Board Policy 3300 (Public Records) - Second Reading and Adoption</td>
</tr>
<tr>
<td>H</td>
<td>Administrative Procedure 3300 (Public Records) - Informational Item</td>
</tr>
<tr>
<td>I</td>
<td>Board Policy 3310 (Records Retention and Destruction) - Second Reading and Adoption</td>
</tr>
<tr>
<td>J</td>
<td>Administrative Procedure 3310 (Records Retention and Destruction) - Informational Item</td>
</tr>
<tr>
<td>K</td>
<td>Board Policy 6100 (Delegation of Authority) - Second Reading and Adoption</td>
</tr>
<tr>
<td>L</td>
<td>Administrative Procedure 6100 (Delegation of Authority) - Informational Item</td>
</tr>
<tr>
<td>M</td>
<td>Board Policy 6150 (Designation of Authorized Signature) - Second Reading and Adoption</td>
</tr>
<tr>
<td>N</td>
<td>Administrative Procedure 6150 (Designation of Authorized Signature) - Informational Item</td>
</tr>
<tr>
<td>O</td>
<td>Purchase Orders and Blanket Purchase Orders</td>
</tr>
</tbody>
</table>
A. AB 2910 – QUARTERLY FISCAL STATUS REPORT

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2015. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for December 31, 2015, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2015-2016
Quarter Ended (Q2) December 31, 2015

<table>
<thead>
<tr>
<th>General Fund</th>
<th>2015-16 Budget</th>
<th>Year-to-Date Actuals</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$150,000</td>
<td>$14,425</td>
<td>9.62%</td>
</tr>
<tr>
<td>State</td>
<td>82,191,467</td>
<td>41,602,203</td>
<td>50.62%</td>
</tr>
<tr>
<td>Local</td>
<td>46,576,434</td>
<td>20,898,666</td>
<td>44.87%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td>$128,917,901</td>
<td>$62,515,294</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATIONS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Salaries</td>
<td>$51,566,705</td>
<td>$23,419,488</td>
<td>45.42%</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>26,611,429</td>
<td>10,481,272</td>
<td>39.39%</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>20,405,447</td>
<td>11,197,431</td>
<td>54.87%</td>
</tr>
<tr>
<td>Supplies/Books</td>
<td>2,383,419</td>
<td>611,528</td>
<td>25.66%</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>9,228,757</td>
<td>5,325,137</td>
<td>57.70%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>473,730</td>
<td>134,215</td>
<td>28.33%</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>6,503,061</td>
<td>5,432,817</td>
<td>83.54%</td>
</tr>
<tr>
<td>Total Appropriations</td>
<td>$117,172,548</td>
<td>$56,601,888</td>
<td></td>
</tr>
<tr>
<td>Net Revenues</td>
<td>$11,745,353</td>
<td>$5,913,406</td>
<td></td>
</tr>
</tbody>
</table>

* Other operating expenses net of estimated expenditure savings - $3,000,000.

B. 2014-2015 AUDIT REPORT

It is recommended the Board accept the annual financial audit report prepared by Vavrinek, Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2014-2015 fiscal year have been distributed to
the Board of Trustees. The District received an unmodified opinion on its financial statements for 2014-15. The public may review the audit report in the Office of the Vice President-Administrative Services, in the Administration Building Room ADM 106, or on the web at:
http://www.elcamino.edu/administration/board/agendas/2016/El%20Camino%20CD%20Final%202015.pdf

C. NON-RESIDENT TUITION FEE FOR 2016-2017

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2016-17, commencing with the summer session of 2016, in the amount of $200 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California, or residents of a foreign country.

It is also recommended that the Board of Trustees adopt a non-resident capital outlay fee for the fiscal year 2016-17, commencing with the summer session of 2016, in the amount of $42 per unit of course work, pursuant to Education Code Section 76141 (a). The additional fee for all non-resident students is permitted to be charged for capital outlay purposes. This fee was previously charged only to foreign non-resident students. Education Code Section 76141 (a) now requires that this fee be charged to all non-resident students. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

D. CONTRACTS UNDER $87,800

It is recommended the Board of Trustees, in accordance with Board Policy 6340, 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 Designee:

1. Contractor: BYD COACH AND BUS
   Services: Contractor will receive business skills, computer skills, and continuous improvement training, beginning with eight hours of lean manufacturing.
   Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
   Date(s): 12/3/15 – 5/3/17
   Financial Terms: Projected gross income $50,000
2. **Contractor:** LENNOX MATHEMATICS, SCIENCE AND TECHNOLOGY ACADEMY  
   **Services:** Contractor will receive Communications 1 and Ethnic Studies 1 courses at the high school campus during spring semester 2016.  
   **Requesting Dept.:** Academic Affairs – Behavioral and Social Science/Fine Arts  
   **Date(s):** 1/13/16 – 6/10/16  
   **Financial Terms:** Projected gross income $28,338

b. **Services Received by District or Designee:**

1. **Contractor:** BEST VIAGENS E. INTERCAMBIOS (BRAZIL); NEW GENERATION CONSULTANCY AND TRAINING CO., LTD. (VIETNAM)  
   **Services:** Contractor will recruit F-1 Visa students for ECC.  
   **Requesting Dept.:** Student Community Advancement – Admissions and Records – International Student Program  
   **Date(s):** 1/20/16 – 1/19/21 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding five years)  
   **Financial Terms:** The fee shall be $250 per student per consecutive semester cycle completed, not to exceed $500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

2. **Contractor:** CREATION WORLD SAFETY  
   **Services:** Contractor will provide two sessions of OSHA 10 and one session of Fork lift training for up to 40 Career Advancement Academy (CAA) students.  
   **Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
   **Date(s):** 1/15/16 – 6/30/16  
   **Financial Terms:** Cost not to exceed $3,625  
   Funded by CAA Grant from California Community Colleges Chancellor’s Office

3. **Contractor:** EDU, INC.  
   **Services:** Contractor will develop virtual campus tours of the partnered Historically Black Colleges and Universities (HBCUs).
Requesting Dept.: Student and Community Advancement – Counseling and Student Success
Date(s): 1/20/16 – 6/30/16
Financial Terms: Cost not to exceed $18,000
Funded by California Community Colleges Chancellor’s Office HBCU Grant

4. Contractor: FULL CAPACITY MARKETING
Services: Contractor will develop marketing materials and multimedia services for Advanced Deputy Sector Navigator project.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 1/20/16 – 12/30/16
Financial Terms: Cost not to exceed $6,000
Funded by Deputy Sector Navigator Grant from the California Community Colleges Chancellor’s Office

5. Contractor: PHOENIX GROUP INFORMATION SYSTEMS
Services: Contractor will process citations issued by ECC Campus Police.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 11/1/15 – 10/31/20
Financial Terms: No cost to the District’s unrestricted general fund

6. Contractor: SAINT FRANCIS MEDICAL CENTER
Services: Contractor will permit use of its facility to provide El Camino College nursing students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics – Nursing
Date(s): 1/1/16 – 12/31/18
Financial Terms: No cost to the District

7. Contractor: TORRANCE UNIFIED SCHOOL DISTRICT
Services: Contractor will participate in the Adult Education Consortium to revise adult education plans in response to AB 104 Legislation.
Requesting Dept.: Student and Community Advancement – Community Advancement – Grants Development and Management
Date(s): 1/20/16 – 6/30/16
Financial Terms: Cost not to exceed $30,000
8. Contractor: UMOJA COMMUNITY EDUCATION FOUNDATION

Services: Contractor will promote and support Project Success through a curriculum and pedagogy responsive to the legacy of the African Diasporas.

Requesting Dept.: Student and Community Advancement – Counseling and Student Success

Date(s): 1/20/16 – 6/30/2016 with four optional one-year renewal periods, not to exceed five years

Financial Terms: No cost to the District

E. CONTRACTS OVER $87,800

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

a. Services Provided by District or Designee:

None

b. Services Received by District or Designee:

Contractor: SOLDERING BIZ

Services: Contractor will provide soldering, cable & wire harness, and IPC 610/620 training.

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

Date(s): 1/20/16 – 6/30/16

Financial Terms: Cost not to exceed $90,000

F. AMENDMENTS

a. Services Provided by District or Designee:

None
b. Services Received by District or Designee:

1. Contractor: ACTION CONTRACTORS  
   Services: Contractor will provide plumbing, electrical and general building maintenance repairs for the District's Business Training Center (BTC).  
   Requesting Dept.: Student and Community Advancement – BTC  
   Date(s): 7/1/15 – 6/30/16  
   Financial Terms: Cost not to exceed $15,000 (Cost increase only: Board initially approved on 6/15/15 the cost of $5,000)

2. Contractor: CERRITOS COMMUNITY COLLEGE DISTRICT  
   Services: Contractor will provide technical skills training through a sub-grantee agreement.  
   Requesting Dept.: Student and Community Advancement – Community Advancement – CACT  
   Date(s): 10/1/15 – 6/30/16 (Date of service change only: Board initially approved on 10/19/15 the term of 10/1/15 – 11/30/15)  
   Financial Terms: Cost not to exceed $35,000  
                    Funded by California Manufacturers and Technology Association (CMTA)

3. Contractor: CERRITOS COMMUNITY COLLEGE DISTRICT  
   Services: Contractor will provide Electrical Engineering training and job placement to 15-20 participants.  
   Requesting Dept.: Student and Community Advancement – Community Advancement – CACT  
   Date(s): 2/18/15 – 6/30/16 (Board initially approved on 2/17/15 the term of 2/18/15 – 11/30/15)  
   Financial Terms: Cost not to exceed $115,000 (Cost decrease: Board initially approved on 2/17/15 the cost of $150,000)  
                    Funded by a grant from CMTA

4. Contractor: CERRITOS COMMUNITY COLLEGE DISTRICT  
   Services: Contractor will provide manufacturing skills training for student through a sub-grantee agreement.  
   Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 7/1/14 – 6/30/16 (Date of service change only: Board initially approved on 7/21/14 the term of 7/1/14 – 11/5/15)

Financial Terms: Cost not to exceed $118,000
Funded by a grant from CMTA

5. Contractor: DOWDEN ASSOCIATES, INC.
Services: Contractor will provide consultation services to the District's Resource Development Division, Grants Office, as a joint effort to develop, submit and implement a successful individual and/or cooperative Hispanic Serving Institution's Science, Technology, Engineering & Mathematics grant(s) under Title V.
Requesting Dept.: Academic Affairs – Mathematical Sciences
Date(s): 10/1/11 – 9/30/16 (Correction of terms: Board initially approved on 12/13/10 the term of 10/1/10 – 9/30/15)
Financial Terms: Cost not to exceed $150,000. Contractor to be paid $30,000 for each annual award period of each funded grant year. PR/award number P031C110166.

6. Contractor: LINK-SYSTEMS INTERNATIONAL, INC.
Services: Contractor will provide online and offline tutorial services via their NetTutor website for students in Science, Technology, Engineering & Mathematics (STEM) disciplines.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 10/1/12 – 9/30/16
Financial Terms: Cost not to exceed $30,000 (Cost increase: Board initially approved $5,000 on 12/17/12; amended to $15,000 on 10/21/13; and amended to $25,000 on 11/17/14)
Funded by Hispanic Serving Institution STEM Grant

7. Contractor: LINK-SYSTEMS INTERNATIONAL, INC.
Services: Contractor will provide online and offline tutorial services via their NetTutor website, which students will access via links from ECC course websites.
Requesting Dept.: Academic Affairs – Learning Resources
Date(s): 10/24/11 – 10/23/12 with 4 optional one-year renewal periods, not to exceed 5 years
Financial Terms: Cost not to exceed $15,000 per year (Cost increase only: Board initially approved $5,000 on 1/21/12; amended to $5,000 per year on 1/21/14)
8. **Contractor:** NORTH ORANGE COUNTY COMMUNITY COLLEGE  
**Services:** Contractor will provide manufacturing skills training for students through a sub-grantee agreement.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 2/17/15 – 6/30/16 (Date of service change only: Board initially approved on 2/17/15 the term of 2/17/15 – 11/30/15)  
**Financial Terms:** Cost not to exceed $117,075  
Funded by a grant from CMTA

G. **BOARD POLICY 3300 (PUBLIC RECORDS) - SECOND READING AND ADOPTION**

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 3300 (Public Records), for second reading and adoption, as shown on Page AS 11.

H. **ADMINISTRATIVE PROCEDURE 3300 (PUBLIC RECORDS) - INFORMATIONAL ITEM**

Administrative Procedure 3300 (Public Records) is presented for informational purpose only, as shown on Page AS 12.

I. **BOARD POLICY 3310 (RECORDS RETENTION AND DESTRUCTION) - SECOND READING AND ADOPTION**

It is recommended the Board accept for second reading and adoption Board Policy 3310 (Records Retention and Destruction) as shown on Page AS 14.

J. **ADMINISTRATIVE PROCEDURE 3310 (RECORDS RETENTION AND DESTRUCTION) - INFORMATIONAL ITEM**

Administrative Procedure 3310 (Records Retention and Destruction) is presented for informational purpose only, as shown on Page AS 15.

K. **BOARD POLICY 6100 (DELEGATION OF AUTHORITY) - SECOND READING AND ADOPTION**

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 6100 (Delegation of Authority), for second reading and adoption, as shown on Page AS 16.
L. ADMINISTRATIVE PROCEDURE 6100 (DELEGATION OF AUTHORITY) - INFORMATIONAL ITEM

Administrative Procedure 6100 (Delegation of Authority) is presented for informational purpose only, as shown on Page AS 17.

M. BOARD POLICY 6150 (DESIGNATION OF AUTHORIZED SIGNATURE) - SECOND READING AND ADOPTION

As part of the Board policy and procedure review process, it is recommended the Board receive Board Policy 6150 (Designation of Authorized Signature), for second reading and adoption, as shown on Page AS 18.

N. ADMINISTRATIVE PROCEDURE 6150 (DESIGNATION OF AUTHORIZED SIGNATURE) - INFORMATIONAL ITEM

Administrative Procedure 6150 (Designation of Authorized Signature) is presented for informational purpose only, as shown on Page AS 19.
Board Policy 3300

Public Records

The Superintendent/President shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

Reference:
   Government Code Sections 6250, et seq.

El Camino College
Adopted: 4/16/01
Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Superintendent/President or designee.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the custodian of the records and/or the Superintendent/President or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records exempt from disclosure under the Public Records Act or any other provision of law, including the federal Family Educational Rights and Privacy Act (F.E.R.P.A.) and state laws protecting the privacy of student records and the federal Health Insurance Portability and Accountability Act (H.I.P.A.A.) and other laws protecting the privacy of health records, may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Within ten days, the custodian of the records and/or the Superintendent/President or designee, will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

As there are more than one hundred disclosure exemptions contained in California law, questions about whether a record is exempt from disclosure may be referred to legal counsel.

The most common exemptions pertaining to community colleges include:

1. Student records. (Education Code, Section 76243)
2. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code, Section 6254(a))
3. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code, Section 6254(b))
4. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code, Section 6254(c))
5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination (except for standardized tests provided for by Education Code, Sections 99150 et seq.). (Government Code, Section 6254(g))

6. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code, Section 6254(h))

7. Internet posting of home address or telephone numbers of locally elected officials. (Government Code, Section 6254.21)

8. Home addresses and home telephone numbers of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to a employee organization, or to an agency or employee of a health benefit plan). (Government Code, Section 6254.3)

9. Information security records, if disclosure of such records would reveal vulnerabilities to or otherwise increase the potential for an attack on the District’s information technology system.

References:
   Education Code, Sections 76243 and 99150 et seq.;
   Government Code, Sections 6250 et seq.;
   The Family Educational Rights and Privacy Act (F.E.R.P.A.);
   The Health Insurance Portability and Accountability Act (H.I.P.A.A.)
Board Policy 3310  

Records Retention and Destruction

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records--including electronically stored information as defined by the Federal Rules of Civil Procedure--in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

Reference:
  Title 5, Sections 59020, et seq.
  Federal Rules of Civil Procedures, Rules 16, 26, 33, 34, 37, 45

El Camino College
Adopted: 4/16/01
Amended:
Administrative Procedure 3310  

Records Retention and Destruction

The College shall adhere to the following procedures for records retention and destruction, including electronically stored information (ESI):

1. “Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

2. The Vice President of Administrative Services shall supervise the classification and destruction of records.

3. Preservation of records including those relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure.

4. Compliance with the Federal Rules of Civil Procedure and shall produce relevant ESI in the form in which it is ordinarily maintained or readily usable.

5. Destruction of records are submitted to the Board of Trustees on a periodic basis.

6. Records shall be classified as required by Title 5 and other applicable statutes, state, and federal regulations.

7. Records shall be periodically reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

8. Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

9. Destruction shall be carried out by any method that assures the record is permanently destroyed, e.g. shredding, burning, and/or pulping.

References:

Title 5, Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45
Board Policy 6100  Delegation of Authority

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340).

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Reference:
   Education Code Sections 70902(d); 81655, 81656
   Budgeting and Accounting Manual

El Camino College
Adopted: June 11, 2001
Administrative Procedure 6100  

Delegation of Authority

The Superintendent/President delegates the authority to the Vice President of Administrative Services to: supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license personal property, in accordance with Board Policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Vice President of Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice President of Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

References:
  Education Code, Sections 70902(d), 81644, 81655, and 81656;
  Public Contract Code, Sections 20651, 20658, and 20659
Board Policy 6150  Designation of Authorized Signatures

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Los Angeles County Superintendent of Schools.

Reference:
   Education Code Section 81655, 85232, 85233

El Camino College
Adopted: June 11, 2001
Administrative Procedure 6150  
Designation of Authorized Signatures

The Board of Trustees annually adopts a resolution designating the authorized agents of the District for the purposes of signing salary vendor warrants, contracts, and notices of employment. On a periodic basis, Board agenda action items include information on the warrants and dollar values.

The Superintendent/President delegates the authority to the Vice President of Administrative Services to be the designated District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Vice President of Administrative Services will withhold approval of District warrants when:

1. Disbursement of the funds in any major account classification will exceed the amount budgeted.
2. Established procedures have not been followed to verify authenticity of the expenditure.

References:
Education Code, Sections 85232 and 85233
O. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

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<tr>
<th>P.O.</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost Number</th>
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### Fund 12 - Restricted - El Camino

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**Fund 11 Total: $399,548.17**

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**Board of Trustees Agenda – January 20, 2016**
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<th>Code</th>
<th>Description</th>
<th>Budget Type</th>
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<td>P0901894</td>
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**Fund 12 Total: 73** | **$247,461.43**

**Fund 15 - General Fund - Special Programs**

| P0901448 | Dell Marketing L. P. | Information Technology | New Equipment | $3,678.52 |
| P0901792 | Dell Marketing L. P. | Information Technology | New Equipment | $107,812.53 |
| P0901794 | Dell Marketing L. P. | Information Technology | New Equipment | $229,477.22 |

**Fund 15 Total: 6** | **$570,661.45**

**Fund 62 - Property & Liability**

| P0901818 | El Camino Community | Purchasing | Benefits Paid | $29,816.61 |
| P0901873 | SEWUP/JPA | Purchasing | Excess Insurance | $4,541.00 |
| P0901888 | Hilaire McGriff Pc | Purchasing | Self Insurance Legal Fees | $57,481.40 |

**Fund 62 Total: 3** | **$91,839.01**

**Fund 71 - Associated Students**

| P0901651 | Mr. Gregory Toya | Student Affairs | ASB Exp. | $128.69 |

**Fund 71 Total: 1** | **$128.69**

**Fund 77 - Auxiliary Services**

| P0901701 | Paradise Awards | Health Sciences | Non-Instruct Supplies | $623.48 |
| P0901717 | Campus Food Services | Fine Arts | Non-Instruct Supplies | $501.40 |
| P0901841 | Artillery Magazine | Fine Arts | Non-Instruct Supplies | $400.00 |
| P0901848 | Playscripts, Inc | Fine Arts | Non-Instruct Supplies | $188.94 |

**Fund 79 Total: 4** | **$1,713.82**

**Fund 82 - Scholarships & Trust/Agency**

| P0901729 | Outdoor Dimensions | Health Sciences | Fundraising | $7,483.10 |
| P0901730 | Sports Chalet Team | Health Sciences | Fundraising | $3,206.10 |

**Fund 82 Total: 2** | **$10,689.20**

**PO Funds Total: 173** | **1,322,041.77**

**Fund 11 - Unrestricted - El Camino**

| B0910774 | Associated Power, Inc. | Facilities/Planning/Servi | Repairs Noninstructional | $3,000.00 |
| B0910779 | Bennett Gardening | Grounds | Repairs Noninstructional | $7,480.00 |

Board of Trustees Agenda – January 20, 2016  Page AS 23
B0910782  ARC Imaging Resources  Architectural Instructional Supplies $3,000.00  
B0910788  E.C.C. Public Information Counseling/Student Non-Instruct Supplies $500.00  
B0910793  Airgas West  Welding Instructional Supplies $1,000.00  
B0910797  Stitches N' Screens  P.O.S.T. Instructional Supplies $500.00  
B0910802  E.C.C. Public Information Study Abroad Program Non-Instruct Supplies $55.66  
B0910803  ECCD Petty Cash  Air Conditioning Instructional Supplies $300.00  

**Fund 11 Total:** 8  $15,835.66

**Fund 12 - Restricted - El Camino**

- B0910778  Onesource Water  Community Equipment Rental $1,180.00  
- B0910781  Matheson Tri-Gas  CAA Non-Instruct Supplies $500.00  
- B0910786  The Kitchen Sync Group  Student Equity Contract Services $900.00  
- B0910787  Adriana R. Alvarado  Student Equity PSA Contract Services $5,000.00  
- B0910798  Regents of UC-UCLA  Title III- H S I - STEM Contract Services $79,840.00  
- B0910800  E.C.C.C.D. Bookstore  VATEA Early Childhood Instructional Supplies $1,300.00  
- B0910804  Elearnovations.Com  Retail/Hospitality/Tourism Contract Services $8,000.00  
- B0910807  Careeramerica, Llc  BFAP Adminstration Contract Services $30,000.00  

**Fund 12 Total:** 8  $126,720.00

**Fund 15 - General Fund - Special Programs**

- B0910792  Vector Resources, Inc.  Campus Police New Equipment $6,258.85  

**Fund 15 Total:** 1  $6,258.85

**Fund 41 - Capital Outlay**

- B0910745  Southland Industries  Repairs, Remove Repairs Noninstructional $14,935.00  
- B0910746  Taylor Tennis Courts, SM14/15-Resurfacing Buildings $34,600.00  
- B0910775  S & K Engineers  Prop39,15/16-Ext LED Architecture & Engineering $30,000.00  
- B0910790  Best Contracting  Roofing 2011 Repairs Noninstructional $12,990.00  
- B0910808  Gonled  Prop39,15/16-Ext LED Site Improvements $494,907.30  

**Fund 41 Total:** 5  $587,432.30

**BPO Funds Total:** 22  736,246.81

Grand Total POs and BPOs: 195  2,058,288.58
## Agenda for the El Camino Community College District Board of Trustees

For

Measure E 2002 & 2012 Bond Fund

Administrative Services

<table>
<thead>
<tr>
<th>Page No.</th>
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<tbody>
<tr>
<td>A. Category Budgets and Balances</td>
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<tr>
<td>B. Contract – S &amp; K Engineers – Ongoing Engineering Services</td>
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<tr>
<td>D. Purchase Orders and Blanket Purchase Orders</td>
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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through December 31, 2015, at the January 2016 Board Meeting.

2002 Measure E Expenditures:

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<th>EXPENDED</th>
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<td>10,919,993</td>
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<td><strong>$30,423,195</strong></td>
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Campus Site Improvements:

Accessibility, Safety / Security

| Asphalt Resurfacing - All Lots                      | $400,000       | $14,975    | $0         | $385,025   |

Board of Trustees Agenda – January 20, 2016
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
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<tr>
<td>Emergency Generators and Distribution</td>
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<td>116,173</td>
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<td>Accessibility, Safety / Security</td>
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<td><strong>$35,419,168</strong></td>
<td><strong>$21,551,946</strong></td>
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2012 Measure E Expenditures:

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<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
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<td>Gymnasium</td>
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<td>New Pools, Locker Rooms &amp; Classrooms</td>
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<th>Health and Safety Improvements</th>
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<tbody>
<tr>
<td>New Administration</td>
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<tr>
<td>Art &amp; Behavioral Sciences</td>
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<tr>
<td>Construction Technology</td>
</tr>
<tr>
<td>Facilities and Receiving</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Marsee Auditorium</td>
</tr>
<tr>
<td>Music</td>
</tr>
<tr>
<td>Demo Pool/Health Center/South Gym</td>
</tr>
<tr>
<td>Planetarium</td>
</tr>
<tr>
<td>Demo Administration</td>
</tr>
<tr>
<td>Demo Art/Music/Theatre Bldg. &amp; Site</td>
</tr>
<tr>
<td><strong>Total Health and Safety Improvements</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
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</table>

B. CONTACT – S & K ENGINEERS – ONGOING ENGINEERING SERVICES

It is recommended the Board of Trustees approve entering into a contract with S & K Engineers to provide ongoing Engineering Services to the District. These services will include, but are not limited to, mechanical and electric studies, design, bidding support and construction support for various projects as need by the District.
This firm is being recommended based upon its prior experience performing this type of work, the demonstrated expertise and the qualifications of its staff and consultants to perform based upon an hourly rate schedule.

**Dates of Service:** January 2016 through December 2018

**Cost:** Cost not to exceed $150,000 which includes reimbursables on an annual average basis unless specifically approved by the Board. Invoicing will be monthly based upon an hourly rate schedule.

C. **CHANGE ORDER – AMG & ASSOCIATES – PARKING STRUCTURE UPGRADE LOT F & E PROJECT**

It is recommended the Board of Trustees approve the following change order.

1. Upon removal of the existing finished concrete surface, excessive concrete deterioration has resulted in needed repair. – Unforeseen Conditions. $180,088

2. Enlarge concrete pile cap from 24” to 28” to cover the 24” rebar cage. – Architecture & Engineering Requirement. $2,282

Total Change Order Amount $182,370

Original Contract Amount $21,169,273
Prior Changes 0
This Change Order Amount 182,370
New Contract Amount $21,351,643

D. **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.
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<thead>
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<th>P.O. Number</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost</th>
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<td><strong>Bond Fund-Series 2012C-ECC</strong></td>
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<tr>
<td>P0900964</td>
<td>Electric Car Sales &amp;</td>
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<td>Perform Better</td>
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<td>McMaster Carr</td>
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<tr>
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<td>B0910758</td>
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<td>Grand Total POs and BPOs: 10 1,021,230.12</td>
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A. Employment and Personnel Changes..........................................................HR 2
B. Temporary Non-Classified Service Employees........................................HR 11
A. EMPLOYMENT AND PERSONNEL CHANGES

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 1-37 and 1-11.

Academic Personnel:


2. Employment – Colin Preston, Director, Athletics & Kinesiology, Health Sciences & Athletics, Range 11, Step 1, Administrator Salary Schedule, effective January 21, 2016.


4. Pre-Retirement – Barbara Jaffe, to work a reduced load of 53.3% in the Fall 2016 and 53.3% in the Spring 2017, for five years beginning Fall 2015 through Spring 2021, effective August 25, 2016.

5. Amend Retirement – John Featherstone, full-time instructor of Kinesiology/Football Head Coach, Health Sciences & Athletics Division, effective December 12, 2015, first day retired December 13, 2015, and that a plaque be prepared and presented to him in recognition of his years of service to the District since 1985.

6. Extra Services Pay – Lesly Meza, full-time Counselor, Counseling & Student Success, to be paid a daily per diem rate based on the Academic Salary Schedule, effective January 4, 2016 through June 30, 2016, in accordance with Agreement Article 10, Section 13(b).


9. Special Assignment – Kelsey Iino, full-time Counselor, Counseling & Student Success, to assist in the development of articulation agreements for transfer of ECC technical programs to four-year institutions, for HSI-STEM Grant, to be paid $47.43 an hour, not to exceed 150 hours or $7,115, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

10. Special Assignment – Janice Jeffries, part-time instructor of Childhood Education, Behavioral & Social Sciences Division, to serve as permit specialist coordinator for Los Angeles Universal Preschool (LAUP) Grant, to be paid $47.43 an hour, not to exceed 20 hours a week or $949, effective January 20, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

11. Special Assignment – Sean Patrick, part-time non-credit instructor of English, Humanities Division, to supervise English 100 Lab, to be paid $47.43 an hour, not to exceed 30 hours or $1,423, effective January 19, 2016 through May 16, 2016, in accordance with Agreement, Article 10, Section 9(l).

12. Special Assignment – William Melendez, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to administer and coordinate the Biddle Exam and the 3 mile run at the fire academy, to be paid $62.61 an hour, not to exceed 6 hours or $376, effective December 5, 2015, in accordance with Agreement, Article 10, Section 14(c).

13. Special Assignment – Trudy Meyer, full-time instructor of Mathematics, Mathematical Sciences Division, to prepare and serve as the instructor for the Winter Math Academy, to be paid $62.61 an hour, not to exceed 61 hours or $3,820, effective December 12, 2015 through January 15, 2016, in accordance with Agreement, Article 10, Section 14(c).

14. Special Assignment – Eliza Rivera-Mitu, part-time instructor of Nursing, Health Sciences & Athletics/Nursing, to work as a simulation lab coordinator, to be paid $63.25 an hour, not to exceed 384 hours or $24,288, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(l).

15. Special Assignment – Malinni Roeun, part-time instructor of Mathematics, Mathematical Sciences Division, to coordinate the Student Equity Program Winter Math Academy 2016, to be paid $62.61 an hour, not to exceed 100 hours or $6,261, effective October 20, 2015 through January 30, 2016, in accordance with Agreement, Article 10, Section 9(l).
16. Special Assignment – Gary Smith, part-time instructor of English, Humanities Division, to be compensated for judging the 2015 Fall Championships for the forensics debate tournament, to be paid $62.61 an hour, not to exceed 3.1 hours or $200, effective December 4 through December 5, 2015, in accordance with Agreement, Article 10, Section 9(l).

17. Special Assignment – Kathleen Stephens, part-time instructor of Nursing, Health Sciences & Athletics Division/Nursing, to work as a skills lab coordinator, to be paid $63.25 an hour, not to exceed 24 hours a week or $2,842, effective January 19, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

18. Special Assignment – Susan Wade, part-time non-credit instructor of English, Humanities Division, to supervise English 100 Lab, to be paid $47.43 an hour, not to exceed 30 hours or $1,423, effective January 19, 2016 through May 16, 2016, in accordance with Agreement, Article 10, Section 9(l).

19. Special Assignment – Mark Walch, part-time non-credit instructor of English, Humanities Division, to supervise English 100 Lab, to be paid $47.43 an hour, not to exceed 610 hours or $2,846, effective January 19, 2016 through May 16, 2016, in accordance with Agreement, Article 10, Section 9(l).

20. Special Assignment – The following part-time counselors as part of the Counselor Intervention program to complete Education Plans for each students, review student support services offered by the college, review general financial aid information, transfer information and student health support services, to be paid $47.43 an hour, effective January 4, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

Seranda Bray
Shauna Carter
Jennifer Chua
Nicole Diamond
Rocio Diaz
Maria Estrada
Elcira Jacobo
Janette Jiminez
Christina Garcia
Liliana Luviano

Wendy Macias
Carlos Maruri
Dora Miranda
Markell Morris
Hatien Nguyen
Van Nguyen
Hsin-neh Rogers
Rebeca Nunez-Mason
Pornsakdi Thammaraks
Tanesha Young
21. Special Assignment – The following faculty members to facilitate the Student Equity Program Winter Math Academy 2016, to be paid $62.61 an hour, not to exceed 61 hours or $3,820 per instructor, effective December 15, 2015 through January 30, 2016, in accordance with Agreement, Article 10, Section 14(c).

Diaa Eldanaf
Alice Martinez
Junko Forbes

22. Special Assignment – The following full-time and part-time nursing instructors to assist with the boot camp offered, to be paid $63.25 an hour, not to exceed 64 hours or $4,048 per instructor, effective January 4, 2016 through January 13, 2016, in accordance with Agreement, Article 10, Section 14(c) & Section 9(l).

Michelle Guta
Octavia Hyacinth
Shiny Johnson
Yeon Kim
Robbie Lee
Mary Moon
Maria White

23. Special Assignment – the following part-time nursing instructors to work as Student Success Center facilitators, to be paid $63.25 an hour, not to exceed 64 hours or $4,048 per instructor, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

Michelle Guta
Kathy Morgan
Octavia Hyacinth

24. Special Assignment – The following full-time and part-time nursing instructors to work as a skills lab instructor, to be paid $63.25 an hour, not to exceed 64 hours or $4,048 per instructor, effective January 19, 2016 through May 30, 2016, in accordance with Agreement, Article 10, Section 9(l) & Section 14(c).

Nina Collins
Octavia Hyacinth
Yeon Kim
Elizabeth Leon
Victoria Orton
Clara Sic Alonzo

25. Special Assignment – The following full-time Counselors to work as facilitator or Coordinator for the Asian American Pacific Islander Diversity Project, to be paid $63.25 an hour, effective January 19, 2016 through June 30, 2016, in accordance with Agreement, Article 14(c).

Coordinator
Atheneus Ocampo
45 hours
26. Special Assignment – The following part-time instructors to provide science laboratory workshops for the Torrance Unified School District GATE (Gifted and Talented Education) students, to be paid $62.61 an hour, no to exceed 50 hours or $3,131, effective January 19, 2016 through May 31, 2016, in accordance with Agreement, Article 10, Section 9(l).

Julie Janicki                Sanda Oswald

27. Special Assignment – The following full-time instructors to pilot a Trigonometry/Pre-Calculus linked acceleration program in the STEM pathway to Calculus, to be paid $63.25 an hour, not to exceed 32 hours or $2,024, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

Anna Hockman                Susan Taylor

28. Special Assignment – The following part-time and full-time instructors will serve as resources for the student in “Just-in-Time” Workshops, to be paid $63.25 an hour, not to exceed 32 hours or $2,024 per instructor, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(m) and Section 14(c).

Full-Time
Karla Villatoro

Part-Time
Premillia Arasasingham            Kyle Strohmaier
Asma Said

29. Special Assignment – The following part-time instructors of Mathematics, to offer math review workshops for STEM topics, to be paid $63.25 an hour, not to exceed 32 hours or $2,024 per assignment, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(l).

Timothy Ferguson            Kristin Ross
Emmanuel Ndoumna            Juan P. Ortiz
Natalie Koch
30. Special Assignment – The following full-time instructors of Mathematics to support the El Camino College – American Mathematical Association of Two-Year Colleges Student Mathematics League competition preparation program, to be paid $63.25 an hour, not to exceed 33 hours or $2,088 per instructors, effective January 19, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14(c).

   Gregory Fry  Ben Mitchell
   Linda Ho     Jasmine Ng
   Zachary Marks Paul Yun
   Matthew Mata

31. Special Assignment – The following full-time instructors to be compensated for participating in the Committee for Director, Learning Resources Interviews, to be paid $46.95, effective December 14, 2015 through January 8, 2016, in accordance with Agreement, Article 10, Section 14(c).

   Argelia Andrade  4 hours
   Noreth Men      4 hours
   Claudia Striepe 7 hours

32. Special Assignment – The following full-time instructors to develop and present planetarium shows for Science Technology Engineering Mathematics (STEM) curriculum activities, to be paid $63.25 an hour, not to exceed 40 hours or $2,504 per instructor, effective January 19, 2016 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(c).

   Shimonee Kadakia  Susan Stolovy

33. Special Assignment - The following part-time and full-time instructors to participate in OSHA (511 & 501) Training and Certification, to be paid $63.25 an hour, not to exceed 64 hours or $4,048 per instructor, effective January 20, 2016 through February 29, 2016, in accordance with Agreement, Article 10, Section 14(c).

   Full-Time
   Michael Anderson  Timothy Muckey
   Edward Matykiewicz

   Part-Time
   Phyllis Barthel
34. Special Assignment – The following instructors are to be compensated for Federation activities during the Fall 2015 semester, to be paid $62.61 an hour, not to exceed 200 hours, effective July 2015 through December 2015, in accordance with Article 3, Section 11 (c) of the Agreement.

Kenneth Key  62 hours  $3881.82
Susan Prieto  30 hours  $1878.30
Eugene Armano  22 hours  $1377.42
Evelyn Uyemura  22 hours  $1377.42
Donald Brown  22 hours  $1377.42
Tom Hazell  22 hours  $1377.42
Mina Colunga  10 hours  $626.10
William Stancil  10 hours  $626.10

35. Special Assignment – Cynthia Mosqueda, full-time Counselor, Counseling & Student Success, to serve on the First Year Experience Counselor/Coordinator hiring committee at El Camino College Compton Center, to be paid $46.95 an hour not to exceed 40 hours for a total of $2,000.00, effective December 8, 2015 through April 30, 2016, in accordance with Article 20, Section 6(d) of the Agreement.

36. Special Assignment – The following full-time and part-time instructors to work as SLO Facilitators, to be paid $47.43 an hour, not to exceed 40 hours or $1,899 per instructor, effective January 20, 2016 through May 13, 2016, in accordance with Agreement, Article 10, Section 14 (c) and Section 9(l).

Full-time
Argelia Andrade – Humanities
Susanne Bucher – Mathematical Sciences
Kevin Degnan – Humanities
Kurt Hull – Business
Ana Milosevic – Business
Eduardo Munoz – Behavioral & Social Sciences
Renee Newell – Industry & Technology
Thomas James Noyes – Natural Sciences
Corey Stanbury – Health Sciences & Athletics

Part-time
Fariba Sadeghi-Tabrizi – Fine Arts
Bruce Tran – Industry & Technology
Employment – The following part-time/temporary instructors to be hired as needed for the spring 2016 semester, not to exceed 67% FTE or 25 hours per week.

**Behavioral & Social Services**
- Masiel Calderon
- Michael Collins
- Rosean Moreno
- Sandra Uribe

**Business**
- Steven Alexander
- Vincent DeLuca
- Derf Fredericks
- David Miller

**Fine Arts**
- Kanishha Bennett
- Trisha Brodasilva
- Jamie Hammond
- Joan Mace
- Michael Miller
- Elvinet Piard
- Faryha Salim
- Victoria Sanchez
- Sandra Trepasso
- David Turner

**Health Sciences & Athletics**
- Elva Sipin
- Salomay Corbaley
- Arshad Fazalbhov
- Taryn Parker

**Humanities**
- Joanne Hall
- Sylwia Kulczak
- Miles Magnesi
- Terry Wright

**Industry & Technology**
- Kevin Coffelt
- Timothy Dennis
- Gregory George
- Meredith Jackson
- Bernardo Rodriguez
- Bradley Sweatt
- Issac Yang

**Learning Resources**
- Vincent Robles

**Mathematical Sciences**
- Robert Bauman
- Hang Nguyen

**Natural Science**
- James Osborne
- Ng-Lee Szeman
Special Resource Center
Teh Poh

Counseling
Ruth Vasquez
Erika Viramontes

Classified Personnel:

1. Retirement – Linda Lew, Student Services Technician, Range 28, Step F, Student Support Services Division, Student and Community Advancement Area, effective December 31, 2015, and that a plaque be presented for her years of service to the District since 1997.

2. Resignation – Omar Brenes, Web Developer, Range 41, Step F, Public Relations & Marketing Division, President’s Office Area, effective January 22, 2016, plus accrued vacation.

3. Extend Amend Leave of Absence – 100% Unpaid - Elizabeth Greene, Staff Interpreter, Range 34, Step C, Special Resource Center/Health Sciences and Athletics Division, effective August 18, 2015 through January 31 instead of January 15, 2016.


5. Stipend – Ricardo Macias-Haro, Information Technology Services Division, Administrative Services Area, to receive a $50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective November 16, 2015 through June 30, 2016


Special Services Professional

9. Re-Employment – Josefina Bedolla, Special Services Professional, Range 1, Step 5, Natural Sciences Division, Academic Affairs Area, effective February 1, 2016 through January 31, 2017, not to exceed $61,422.

Temporary Classified Services Employees – not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load 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, as shown in items 1-11.

1. The following list of Temporary Non-Classified (TNC) Employees to be paid at the following rates, effective December 20, 2015 through June 30, 2016.

   TNC I, RATE A ($10.00)
   Angelica Gutierrez

   TNC II, RATE A ($12.00)
   Jose Cholico
   Laura Gibson
   Ricardo Gonzalez
   Maria Reina
   Alma Sandoval

   TNC II, RATE B ($13.00)
   Veronica Munoz
   Rosa Velez
TNC III, RATE A ($14.00)
Louvena Ford

TNC III, RATE B ($15.00)
Samantha Rangel

TNC IV, RATE A ($16.00)
Felicia Mack

Campus Police Aide Series

2. Campus Police Aide I
The following individual is to be responsible for non-hazardous police services to the students, staff and faculty of El Camino College and other departmental duties at the rate of $11.00 per hour.

Joshua Lee

Instructional Aide Series

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

Monique Metzger, $11.00 per hour
Bao Nguyen, $10.00 per hour
Rodolfo Ramirez, $11.00 per hour
Diana Rodriguez, $11.00 per hour

4. Instructional Aide II
The following individuals are to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, instructional support services, and accommodations for students at the rate of $13.00 per hour.

Carolyn Lee          John Novak

5. Instructional Aide III
The following individual is to provide tutoring services as Student Enhancement Team (SET) leaders, to be paid at the rate of $14.00 per hour.

Chizzy Ibelegbu
The following individual is to provide high level tutoring, student assistance, classroom support services, and online support at the rate of $15.00 per hour.

Ana Felix

Office Aide Series

6. Office Aide I
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 at the rate of $11.00 per hour effective 1/4/16 to 6/30/16.

Brandon Marshall  Satoru Nagano

Program Aide Series

7. Program Aide I
The following individual is to assist staff with duties to support the needs of a program or specialized area at the rate of $10.00 per hour effective 11/20/15 to 6/30/16.

Abigail Watkins

8. Program Aide III
The following individuals are to perform a variety of duties to support eligibility, outreach, and recruitment and to assist with both on and off campus activities for EOPS/CalWORKs/CARE at the rate of $15.00 per hour.

Jeremy Moreno

Assistive Linguistics Professional Series

9. Assistive Linguistics Professional I
The following individuals are to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

Linnara Lim, $27.50 per hour (eff. 1/16/16-6/30/16)
Cindy Seto, $32.50 per hour (eff. 1/16/16-6/30/16)
10. Assistive Linguistics Professional II
The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel, and must possess National Certification at the rate of $45.00 per hour effective 1/16/16 to 6/30/16.

Elizabeth Lilley

Program Professional Series

11. Program Professional III
The following individual is to conduct business advising sessions and deliver workshops for the Small Business Development Center at the rate of $50.00 per hour effective 1/1/16 to 6/30/16.

Laura Lara
Agenda for the El Camino Community College District Board of Trustees
From
Compton Education Center
Keith Curry, Provost

A. Compton Center Vision, Mission, Strategic Initiatives.......................... CC 2
B. Compton Center Report........................................................................... CC 4
A. COMPTON CENTER VISION, MISSION AND STRATEGIC INITIATIVES

As part of the Self Evaluation process, a document outlining the Vision, Mission and Strategic Initiatives for a future, fully-accredited college must be developed by the ECC Compton Center via the consultative process.

It is recommended that the Board of Trustees approve the Vision, Mission, and Strategic Initiatives for the El Camino College Compton Center and the future Compton College for 2017-2022.

Vision
Compton College will be the leading institution of student learning and success in higher education.

Mission Statement
Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Institutional Effectiveness Outcomes
Institutional Effectiveness involves the College’s efforts toward continuous improvement in institutional quality, student success, and fulfillment of the Mission. The College’s integrated assessment, evaluation, and planning processes are put into practice with the ultimate outcome of greater Institutional Effectiveness—more students from our diverse communities will attain educational success and achieve their academic goals.

The following outcomes will be used to measure progress on student achievement and improvements in institutional effectiveness at Compton College:

1. Student Readiness Rate
2. Successful Course Completion Rate
3. Remedial English Completion Rate
4. Remedial Math Completion Rate
5. Three-Term Persistence Rate
6. 30-Units Achievement Rate
7. Completion Rate
8. Transfer Rate
9. Degrees and Certificates awarded
10. Number of Transfers

Improvement goals were developed through consultation from the 2015-2016 through the 2019-2020 academic year, with annual progress compared with a baseline year.
Institutional effectiveness outcomes will be monitored annually for progress on each goal. In addition, an overriding priority is to reduce existing differences in achievement by demographic characteristics across all measures.

**Strategic Initiatives**

In order to fulfill the mission and make progress toward the vision, Compton Center and the future Compton College will focus on the following strategic initiatives. Strategic Initiatives represent the areas of focused improvement. Objectives are college-wide plans to make progress on each initiative. Measures assess the progress during the period of the Strategic Plan (2017-2018 to 2021-2022).

**GOAL 1:** Improve recruitment, enrollment, retention, and completion rates for our students.

Objective 1. Tailor degree and certificate programs to meet the needs of our students.

Objective 2. Educate students about pathways to graduation.

Objective 3. Enhance student preparation for academic success and completion.

Objective 4. Provide a student-centered environment that leads to student success.

**GOAL 2:** Support the success of all students to meet their education and career goals.

Objective 1. Attract and retain traditional students, and focus on retaining non-traditional students.

Objective 2. Minimize the equity gap for access, retention, and graduation rates.

Objective 3. Identify and provide clear pathways for traditional and non-traditional students to meet their goals.

**GOAL 3:** Support the success of students through the use of technology.

Objective 1. Implement an early alert program to identify and notify students of support services and programs in a timely manner.

Objective 2. Provide robust distance education courses and service offerings.

Objective 3. Enhance technology for teaching and learning through professional development.

**GOAL 4:** Offer excellent programs that lead to degrees and certificates in Allied Health and Technical fields.

Objective 1. Increase the number of degrees and certificates awarded in the Allied Health and Technical fields.

Objective 2. Implement a plan to target outreach of working professionals in Healthcare and Advanced Manufacturing.

Objective 3. Create collaborative partnerships with industry leaders in the Allied Health and Technical fields.
GOAL 5: Establish partnerships in the community and with the K-12 schools.
   Objective 1. Establish faculty to faculty partnerships with K-12 feeder schools to better align curriculum between the two segments, and to improve student preparation.
   Objective 2. Continue to develop more Career and Technical Education programs that meet the needs of the community
   Objective 3. Strengthen the broader needs of the community served by Compton Community College District.

B. COMPTON CENTER REPORT

It is recommended the Board of Trustees receive for information the El Camino College Compton Center Report for the month of January 2016.

   1. Accreditation: The ECC Compton Center Candidacy Application and Self-Evaluation is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2017. On Friday, January 22, 2016 from 8:00 a.m.-1:00 p.m., we will hold our monthly Accreditation Self-Evaluation Workshop for all Standards team members. At the January monthly workshop, we will focus on the process we will be utilizing to edit sections of the Self-Evaluation Report, and how each Standards team can complete the Summary and Actionable Improvement Plan sections for their standard. Copies of all the monthly workshop presentations are available online at: http://www.compton.edu/campusinformation/accreditation/


Below is a summary of the results regarding the 2014-2015 Annual Financial Audit Report:
   • Compton District general fund ending balance was $9.4 million, which is above the 10% minimum reserve requirement pursuant to Compton District Board Policy - 6200.
   • Compton District reported no audit finding for the second consecutive year. Over a period of five fiscal years the Compton District has reduced the number of audit findings from twenty-six in 2010-2011 to zero for
two consecutive years by implementing internal controls, policies, and procedures.

- The 2014-2015 Annual Financial Audit Report reported no audit adjustments, nor did it report material weaknesses in our internal controls.
- The 2014-2015 Annual Financial Audit also reported on the Federal Awards an unmodified opinion. No audit findings noted in Federal and State Awards.
- The Compton District was in compliance with the 50 Percent Law for the second consecutive year.

3. **2014-2015 Measure CC General Obligation Bond Fund Financial and Performance Audits Report:** The Measure CC General Obligation Bond Fund Financial and Performance Audits were completed by our auditors, Vicenti, Lloyd, Stutzman LLP. The Bond Fund Financial and Performance Audits can be found online at: [http://district.compton.edu/measure_cc_bond/audits/index.asp](http://district.compton.edu/measure_cc_bond/audits/index.asp). In accordance of Proposition 39, below is a summary of the results from the Measure CC Bond Fund Financial Audit:

- As of June 30, 2015, Compton District had an available fund balance of $29.8 million and for the 2014-2015 fiscal year had total revenues of $209,973.
- During the 2014-2015 fiscal year the Compton District had a total of $3.4 million of expenditures.
- No deficiencies in internal controls over financial reporting were identified in the Bond Financial Audit Report.
- No instances of noncompliance were identified under Government Audit Standards in the Bond Financial Audit Report.

With regards to the Performance Audit for the 2014-2015 fiscal year Vicenti, Lloyd, Stutzman LLP indicated Compton District complied, in all significant respects, with the requirements of Proposition 39.

4. **Molina Medical Management:** For the past couple of months, we have been working with Molina Medical Management on the Joint Occupancy Space Agreement and the Health Services Agreement. Our original goal was to have both agreements completed this month, however we were unable to meet our timeline for various reasons. We will keep the Board of Trustees informed as we continue with our goal of providing health services to Compton Center students.

5. **Partnership with local K-12 Districts and CSU Dominguez Hills:** We are currently working on a partnership agreements between Compton Unified School District, Lynwood Unified School District, and the Compton Center to increase
the number of students from these institutions who obtain admissions to CSU Dominguez Hills. We anticipate the partnership agreements being completed sometime this spring semester. More information will be provided in the coming months.

6. **Compton Women’s Basketball:** On Wednesday, December 30, 2015, the Compton Tartar Women’s Basketball Team won their first game since February 5, 2014 breaking a 34-game losing streak. The Compton Tartar Women’s Basketball Team won 79-46 against Los Angeles Harbor College.

7. **Allied Health Building Grand Opening:** The grand opening for this $12.9 million project is scheduled for Tuesday, January 26, 2016 at 3:00 p.m. Parking will be available in Lot F.
A. Travel ................................................................................................................... P/B 2

B. Board of Trustee Nomination of a Trustee to run for Membership on the California Community College Trustees (CCCT) Board within the Community College League of California (CCLC)......................... P/B 2

C. 2016 Board of Trustee Goals ............................................................................... P/B 3

D. Reference Document for Board Goals: Board Policy 1200 (District Mission and Strategic Plan 2015-2020; The El Camino College Mission, Vision, Values, and Strategic Initiatives) ................................................................. P/B 4
A. TRAVEL

1. It is recommended that the Board approve the following travel for Dena P. Maloney, with no loss of salary, at no cost to the District:

2. It is recommended that the Board approve the following travel for Dena P. Maloney, with no loss of salary, transportation and necessary expenses paid:
   a) California Community Colleges Chief Executive Officers Meetings
      For the term of February 1, 2016 to June 30, 2016 – State of California.
   b) Chancellor’s Office of the California Community Colleges
      For the term of February 1, 2016 to June 30, 2016 – State of California.
   c) Community College League of California Meetings
      For the term of February 1, 2016 to June 30, 2016 – State of California.
   d) California Community Colleges – Board of Governor Meetings
      For the term of February 1, 2016 to June 30, 2016 – State of California.
   e) California State Legislative Session
      For the term of February 1, 2016 to June 30, 2016 – State of California.
   f) Accrediting Commission for Community and Junior Colleges
      For the term of February 1, 2016 to June 30, 2016 – State of California.
   g) American Association of Community Colleges - Annual Convention
      April 9-12, 2016, Chicago, Illinois.

B. CCCT NOMINATION

The El Camino Community College District Board of Trustees nominates, endorses and supports current Board President, Kenneth A. Brown as a candidate for the California Community College Trustees (CCCT) Board.

For 2016, eight persons will be elected to the CCCT Board for a three-year term. Nominations for membership on the CCCT Board are accepted in the CCLC office from January 1 through February 16, 2016.
The newly elected members of the board will assume their responsibilities at the conclusion of the annual CCCT conference in May 2016.

C. BOARD OF TRUSTEE GOALS 2016

By adopting the following Board Goals for 2016, the Board is reaffirming its commitment to El Camino College’s mission to provide excellent comprehensive educational programs and services to promote student learning and success. The goals are linked to El Camino College’s strategic initiatives, as indicated with the information in parenthesis following each stated goal.

I. Board Professional Development and Responsibilities

A. Represent the public interest by participating in community activities and events; bring relevant observations to the Board for policy issues. (E.3)

B. Participate in appropriate professional development activities and educational training, as recommended by the Accrediting Commission for Community and Junior Colleges (ACCJC) in an effort to strengthen overall individual Board performance. (A.1, A.5)

C. Utilize the California Community College League’s “Excellence in Trusteeship Program” which provides measurable professional development and training in best practices opportunities, as recommended by the ACCJC. (A.1, A.5)

D. Complete mandated trainings, including:
   1. Ethics, per AB 1234
   2. Sexual Harassment (A.1)

E. Monitor the District budget; study and respond to national, state and local fiscal changes to ensure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities. (E.5)

II. Accreditation

A. Review and discuss findings and recommendations from the ACCJC January 2016 follow-up team report. (E.1)

B. Review annual report on Actionable Improvement Plans from the Accreditation Self-Evaluation. (E.1)

C. Support Accreditation for the ECC Compton Center. (B.3)
III. Initiatives for College Improvement

A. Review and discuss progress on the implementation of College plans and priorities, such as the Master Plan, Enrollment Management Plan, Facilities Plan, Technology Plan, Student Success & Support Program Plan, and Student Equity Plan. (B.1, B.2, B.3)

   1. Support an Enrollment Management Plan that identifies and targets students at individual high schools served by the College, and that is based upon the specific needs of each high school district. (D. 3)

B. Continue to monitor Student Learning Outcomes updates. (A.1)

C. Review and discuss Institutional Effectiveness Outcomes. (E.1, E.2)

IV. Superintendent/President

A. Work in concert with the Superintendent/President to review, evaluate and establish priorities and goals for 2016. (B.3)

D. REFERENCE DOCUMENT FOR BOARD GOALS

   Board Policy 1200 (District Mission and Strategic Plan 2015-2020; The El Camino College Mission, Vision, Values, and Strategic Initiatives) is presented as a reference document for Board Goal discussion. (Pages P/B 5 – P/B 8)
Mission Statement
El Camino College makes a positive difference in people’s lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement
El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

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.

Institutional Effectiveness Outcomes
Institutional effectiveness involves the College’s efforts toward continuous improvement in institutional quality, student success, and fulfillment of the Mission. The College’s integrated assessment, evaluation, and planning processes are put into practice with the ultimate outcome of greater institutional effectiveness—more students from our diverse communities will attain educational success and achieve their academic goals.

The following outcomes will be used to measure progress on student achievement and improvements in institutional effectiveness at El Camino College.

1. Student Readiness Rate
2. Successful Course Completion Rate
3. Remedial English Completion Rate
4. Remedial Math Completion Rate
5. Three-Term Persistence Rate
6. 30-Units Achievement Rate
7. Completion Rate
8. Transfer Rate
9. Degrees and Certificates awarded
10. Number of Transfers

Improvement goals to be achieved by the end of the Strategic Plan (Academic Year 2019-2020) are developed through College-wide consultation, with annual progress compared with a baseline year. Institutional effectiveness outcomes will be monitored annually for progress on each goal. In addition, an overriding priority is to reduce existing differences in achievement by demographic characteristics across all measures.

Strategic Initiatives
In order to fulfill the mission and make progress toward the vision, El Camino College will focus on the following strategic initiatives. Strategic Initiatives represent the areas of focused improvement. Objectives are College-wide plans to make progress on each initiative. Measures assess that progress during the period of the Strategic Plan (2015-16 to 2019-2020).

A - STUDENT LEARNING
Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

Objectives:
1. Develop a comprehensive professional development plan that ties in with campus plans and initiatives to promote student success.
2. Incorporate instructional approaches that are positively associated with student success and persistence.
3. Provide specific and relevant technology training to support integration of technology with instruction.
4. Provide equipment needed to support faculty use of technology.
5. Institute outcomes-based conference attendance with a required sharing component for broader College benefit, where applicable.

B - STUDENT SUCCESS & SUPPORT
Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.

Objectives:
1. Implement programs and services as detailed in the Student Success & Support Program Plan (SSSP), focused on pre-enrollment (access in), post-enrollment (access through), and graduation or transfer (access out).
2. Implement the plans indicated by the Student Equity Plan (SEP), focused on improving successful outcomes for all students.
3. Implement the College Master Plan, focused on carrying out the Strategic Plan through educational and resource planning.

C - COLLABORATION
Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Objectives:
1. Develop, promote, and implement an employee recognition plan.
2. Conduct annual review of the Making Decisions at El Camino College document, which includes member orientation, purpose review, planning, goal-setting, and self-evaluation for all consultation committees.
3. Strengthen collaboration among programs across disciplines and College areas.
4. Improve publication of the broad input on College processes.
5. Add this initiative to the purpose statement of each collegial consultation committee.

D - COMMUNITY RESPONSIVENESS
Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

Objectives:
1. Develop strategic partnerships that include program advisory committees that address the current and future workforce development needs of the local communities and the region.
2. Develop corporate partnerships that enhance STEM training to prepare our students for STEM programs and careers.
3. Develop inter-segmental programs linking feeder high school districts with El Camino College and regional universities to create strong and clear pathways for students.

E - INSTITUTIONAL EFFECTIVENESS
Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation.

Objectives:
1. Develop an integrated program review and planning tool.
2. Establish benchmarks and aspirational goals for student achievement.
3. On a regular basis, gather current information on our community to ensure that we are responsive to community needs.
4. Strengthen collaboration between programs serving students.
5. Maintain fiscal stability.
6. Add this initiative to the purpose statement of each committee involved with institutional effectiveness processes.

F - MODERNIZATION
Modernize infrastructure and technological resources to facilitate a positive learning and working environment.

Objectives:
1. Implement the Technology Plan to meet the developing information technological needs of the campus.
2. Continue implementation of the Facilities Master Plan to modernize campus facilities and infrastructure, revising as needed.
3. Implement safety cameras and other technological aspects of campus safety plan.

El Camino College
Adopted: 1/16/01
Amended: 1/22/02, 6/18/07, 6/21/10, 12/15/2014